

## SHRI RAMASAMY MEMORIAL UNIVERSITY SIKKIM

( Estd. Under SRMUS Act, 2013 )

### REQUEST FOR ISSUE OF DEGREE / DIPLOMA CERTIFICATE

App. SL.No:

Date :

**In Person / By Post / Through E- Mail / Authorized Person**

1. Register Number	
2. Name of the Candidate	
3. Name of the Degree & Branch	
4. Month and Year of Passing	
5. Communication Address of the Candidate	Mobile No:
6. Month and Year of Convocation	
<p><b>7. IF THE DEGREE CERTIFICATE IS COLLECTED BY THE CANDIDATE</b>  <b>(In Person / By Post / Through E- Mail)</b></p> <p>I declare that the particulars furnished above are true and request the university authorities to issue my degree certificate. <b><u>I also declare that if opted for post, the University may not be held responsible incase of Non-delivery of the Degree certificate by postal or courier authorities.</u></b></p> <p>I am enclosing the following ID proof by the government with photograph: a)</p> <p style="padding-left: 40px;">b)</p> <p style="text-align: right; margin-top: 20px;">Signature of the Candidate</p>	
<p><b>8. IF THE CERTIFICATE IS COLLECTED BY THE AUTHORIZED PERSON</b></p> <p>a) Name of the Authorized person :</p> <p>b) Relationship to the candidate :</p> <p>c) Address of the Authorized person :</p> <p style="text-align: right; margin-top: 20px;">Mobile No :</p>	

I declare that the particulars furnished above are true and request the university authorities to issue the degree certificate of \_\_\_\_\_, hereby I enclosed the following ID proofs:

- a) ID proof of authorized person : (issued by the government with photo )
- b) Candidate's ID proof :  
(with photo)
- c) Authorization letter from the candidate :  
(Mandatory)

Signature of the Authorized person

#### 9. DEMAND DRAFT DETAILS

Name & Place of the Bank :

DD No. & Date :

Amount : INR.

(in words )

#### **NOTE:**

1. **SEARCH FEE** : Search fee will be applicable for the candidates who are obtaining the degree certificate in the following duration:

#### **FEE DETAILS**

- a. Less than 3 Months (from the date of Convocation) : No Fees
  - b. Above 3 months to 1 year : INR.1000/-
  - c. Above 1 year to 5 years : INR.5000/-
  - d. Above 5 years : INR.10,000/-
2. Demand Draft (DD) should be drawn in favour of “**SRM UNIVERSITY SIKKIM**”, payable at Gangtok.
  3. The following details should be written on the reverse side of the DD
    - a. Name of the candidate :
    - b. Registration No :
  4. The application form should be enclosed with a photocopy of candidate's Provisional certificate.
  5. **The Candidates' requests being sent by e-mail to collect the certificate by post within 3 months from the date of convocation should contain the following attachments in their e-mail:**
    - a. Scanned copy of filled Application form
    - b. Provisional Certificate
    - c. Candidate's ID Proof with Date of Birth

#### **FOR OFFICE USE ONLY**

Name of the Signatory :

Mode of Dispatch : To THE CANDIDATE/ AUTHORIZED PERSON / BY REGISTERED POST / SPEED POST / COURIER Consignment Number With Date :

Signature of the Authority