

# I. Convocation – General Guidelines

## Notification

The notification regarding application for convocation of Bangalore University will be published in Bangalore University website, Kristu Jayanti College website and notice boards.

### 1. Application Form for Convocation

The request for the Convocation Degree Certificate should be made in the prescribed Application form. The application form is available in the Kristu Jayanti College Administration Office or can be downloaded from the Bangalore University Website ([www.bangaloreuniversity.ac.in](http://www.bangaloreuniversity.ac.in)).

### 2. Eligibility criteria for Convocation Application

Students who have completed the programme successfully and had acquired the total number of credits allotted for the programme are eligible to apply for Convocation.

*(If there is any discrepancy in the information on the marks cards, the same has to be corrected from the Examination Office before applying for convocation.)*

### 3. Instructions for filling the Application Form

- i. Student while filling the application should write their names in CAPITAL LETTERS as registered for the examinations (or as printed in the marks card).
- ii. Student should compulsorily write their contact address / Telephone Nos. / Mobile / Email ID in the application for further correspondence.
- iii. Student should write the correct optional and special subjects as mentioned in the marks cards.
- iv. Incomplete and incorrect applications will not be considered by the University and no correspondence will be entertained regarding this matter. The convocation fee once paid will not be refunded or re-adjusted for the next convocation.
- v. Student should make a copy of the duly filled application and obtain an acknowledgement copy from the college as a proof of application submission in the college.
- vi. Student should ensure that the particulars entered in the application form tally with the details in the marks cards pertaining to name, subject of study, month/year of passing/class declared etc.
- vii. Student should affix two passport size photographs on the application form in the box provided.
- viii. Student should not submit the applications directly to the University. They have to submit the same in the Kristu Jayanti College Administration Office.
- ix. Student should bring the exact change for the Convocation Fee.
- x. The working hours of college administration office will be from **9.30 am to 4.30 pm on week days and 9.30 am –12.30 pm on Saturday's**.

### 4. I. Enclosures [ Documents to be attached along with the application form ]

- i. Copies of Semester Mark Cards (*All Semesters including supplementary marks card*).
- ii. Self-addressed stamped envelope (*For sending intimation regarding issue of Convocation Degree Certificate*).
- iii. Three Passport size photographs.

## **II. Enclosures for Foreign Nationals [Documents to be attached along with the application form]**

- i. Copies of Semester Mark Cards (*All Semesters including supplementary marks card*).
- ii. Self-addressed stamped envelope (*For sending intimation regarding issue of Convocation Degree Certificate*).
- iii. Three Passport size photographs.
- iv. Copy of the resident permit.
- v. Copy of the visa.

### **5. Documents required to collect the original certificate by an authorized person**

If the student is unable to come personally and collect the convocation degree certificate he/she can authorize someone on his/her behalf to collect the same. The general guidelines for the same is given below:

- i. Student has to email the scanned copy of the handwritten authorization letter to [info@kristujayanti.com](mailto:info@kristujayanti.com). Authorization letter can also be faxed to 080-28445161 by the concerned student.
- ii. After sending the Authorization letter through fax/email the student has to inform Father (Principal/vice principal/ Financial Administrator) through telephone regarding the authorization made in order to collect the Original Certificate.
- iii. Authorized person should carry one proof of identity in original along with a photocopy of the same.
- iv. The authorized person should carry a copy of semester marks card [*all semesters including supplementary marks card*] while collecting the original certificate.

### **6. Fee Details**

As per University guidelines.

### **7. Expected Duration and Mode of Dispatch**

- i. Once the filled in application is submitted, it will take approximately one and a half years to receive the certificate from Bangalore University.
- ii. Once the college receives the degree certificates from the University, intimation will be send to the student from the college by post to the communication address given by the student during application.
- iii. The certificate will not be dispatched through post. The certificate has to be collected in person by the student or by the authorized person on behalf of the student with the required documents as mentioned in section no.5.

## **II. Migration Certificate - General Guidelines**

### **1. Application Form**

Application for Migration Certificate is available in the Kristu Jayanti College administration Office or can be downloaded from the Bangalore University Website ([www.bangaloreuniversity.ac.in](http://www.bangaloreuniversity.ac.in)).

### **2. Enclosures [ Documents to be attached along with the application form ]**

- i. Copies of semester marks card
- ii. Original No Due certificate
- iii. One Passport size photograph

### **3. Procedure**

- i. Student has to fill the application form and submit it in the Kristu Jayanti College Administration Office with the required documents.
- ii. After verification the form will be returned back to the student.
- iii. The form is then submitted to the administration office of Bangalore University after paying the required fee (*As per Bangalore University Guidelines*) in order to obtain the migration certificate.