



Kristu Jayanti College

AUTONOMOUS

Bengaluru

Reaccredited A++ Grade by NAAC | Affiliated to Bengaluru North University

27/06/2025

5th Annual Convocation of Bengaluru North University

(Form should be filled in capital letters)

UG Students whose reg. nos. starting with 21, 20, 19, 18 and

PG Students reg. nos. starting with 22, 21, 20, 19 and 18 are eligible to apply for the

5th Annual Convocation of Bengaluru North University

(Students who appeared for examinations in April/May/June 2025 are not eligible to apply for this convocation)

Notification No. Ex-Conv/Fee Extn./2025 - 26 dated 27/06/2025

Applications are invited for award of the Degree Certificates from the eligible candidates for 5th Convocation of Bengaluru North University. **Only those candidates who have been declared successful in the Degree Examinations conducted till December 2024 are eligible to apply** **(UG Students whose reg. nos. starting with 21, 20, 19, 18 and PG Students reg. nos. starting with 22, 21, 20, 19 and 18 are eligible to apply.**

Submission of application form and fee payment procedures:

Students are requested to download the application form (attached herewith) and fill out the relevant details, affix their photographs (with a white background), sign and upload the form through the link given below. **The “payment details” option on the application form is inapplicable and can be ignored.** Students are requested to pay the fee online after uploading their applications along with all semester marks cards including the supplementary marks cards (if any).

Link: <https://portal.kristujayanti.edu.in/register-5th-convocation-of-bengaluru-north-university>

a. Convocation fee for Indian Nationals : Rs. 3445/-

b. Convocation fee for Foreign Nationals : Rs. 12875/-

Last date for submission of duly filled applications to the college without late fee	05/07/2025
Last date for submission of duly filled applications to the college with a late fee of Rs. 200	10/07/2025

NOTE:

1. The candidate while filling the convocation application should write their name in full as registered in the Examination. The students are also required to provide / submit the information about their optional / electives / specialization subject opted by them and copies of all semester marks cards.
2. The candidate should invariably enter their Contact address / telephone nos. / Mobile No. / Email ID on the application for further correspondence, if any.
3. The candidates should ensure that the particulars entered in the application forms tally with details in the marks cards regarding name and subject of study and marks obtained, etc.

4. **The convocation fee once paid will not be refunded or re-adjusted for the next convocation.**
5. Only those candidates who have been declared successful in the Degree Examination conducted till December 2024 are eligible to apply.
6. The candidate while filling out the convocation application form should affix their recent passport size photographs (with a white background) without fail.
7. **CANDIDATES SHALL NOT SEND THE APPLICATION DIRECTLY TO THE UNIVERSITY.**
8. The application forms can be downloaded from the College website:
www.kristujayanti.edu.in and <https://alumni.kristujayanti.edu.in/>. Candidates while filling the applications should write their names as registered in the examinations and other details in CAPITAL LETTERS ONLY.
9. Incomplete & incorrect applications and inadequate sets of marks cards will not be considered by the university and no correspondence will be entertained in this matter.

Students should upload the duly filled application form along with a complete set of all semester marks cards, including any supplementary marks cards (if applicable), through the designated portal. The college will download the submitted application form and marks cards from the portal. After final verification we will obtain the signature of the Principal on the application form and will submit them to the University from our end. “Students are not required to come to the college personally to submit the application forms or to obtain Principal’s signature.”

Steps to be followed and documents to be kept ready before paying the fee.

- i. Download the application form
- ii. Fill out the details (in capital letters only)
- iii. Affix recent passport size photo (with a white background only)
- iv. Please execute your signature where so indicated
- v. Check whether all the copies of marks cards are available including the supplementary marks cards (if any). Marks card copies have to be very clear and complete.
- vi. Proof of current status:
 - A copy of Company ID Card / Offer letter, if employed.
 - A copy of College ID card if pursuing higher studies.

Students who are not currently working or pursuing studies can submit a duly signed declaration on a plain sheet and upload the same.

