VINAYAKA MISSION'S RESEARCH FOUNDATION, SALEM-636308

(Deemed to be University Declared Under Section 3 of U.G.C.Act, 1956)

Application No [   ] (For Office use only)

Photo attested
By Gazetted
Officer

APPLICATION FOR CONVOCATION / DEGREE CERTIFICATE

Candidate should read the instructions very carefully before filling in the columns

1.	Name of the Student (As registered in the University Records)	:	
2.	Father's Name	:	
3.	Sex & Date of Birth	:	
4.	Registration No.	:	
5.	Name of the Course Studied	:	
6.	Month & Year of passing	:	
7.	Contact No. & e-Mail ID	:	
8.	Complete address with PIN code for Communication	:	
9.	Details of Payment	:	DD / NEFT (Please tick)
10.	Amount in Rs.	:	
11.	DD no./ NEFT Transaction ID with Date	:	
12.	Name of the Bank and Branch	:	
13.	Whether obtained Provisional Certificate	:	
14.	Name of the Information Centre	:	

I hereby declare that the details & information furnished above are true & correct.

Date: Signature of the Candidate

Place:

Instructions to the candidates to submit the application for Convocation / Degree certificate

1. The application should be filled in with block letters.
2. The following Documents are to be enclosed with the application form.
   (a) Copy of SSLC Marksheet.
   (b) Copy of HSC / Equivalent Marksheet.
   (c) Copy of Under Graduate Degree certificate for Post Graduate Candidates.
   (d) Copy of Under Graduate Degree certificate and Post Graduate degree certificate for M.Phil Candidates.
   (e) Copy of Marks sheets issued from this University.
   (f) Copy of Provisional Certificate if received from this University.
3. The Convocation / Degree fee is Rs.1500/- (For Tatkal Rs.3000/-). Search fee is applicable for the students who have qualified in the examinations before 2016 and the details as below:
   For the candidates who have qualified in the examinations from 2012 to 2016 – Rs. 500/-
   For the candidates who have qualified in the examinations prior to 2012 – Rs. 1000/-
4. The total fee can be paid either by DD drawn in favour of the "DDE, VMU" payable at Salem or through NEFT payment to the following account.
   Current Account Name: DDE, Vinayaka Missions University,
   Account No.: 188702000000176
   IFSCode: IOBA0001887
   Bank : Indian Overseas Bank, Ariyanoor Branch, Ariyanoor, Salem - 636308.
5. Address to which the Degree certificate is to be sent must be complete with postal/ZIP code.
6. Contact details including mobile number and e-Mail ID are to be mentioned in clear.
7. The duly filled in application along with necessary documents and DD / proof of NEFT payment should be submitted to **The Deputy Registrar (Admission & Finance),** Directorate Distance Education, Vinayaka Missions Research Foundation (Deemed to be University), Ariyanoor, Salem – 636 308, TN.

For further details contact dde.admission@vmu.edu.in / sysadmin@vmu.edu.in

REGISTRAR