



SRI SATHYA SAI INSTITUTE OF HIGHER LEARNING
(Deemed to be University)

APPLICATION FOR ADMISSION TO THE CONVOCATION, 2017
(Date of Convocation – 22 November, 2017)

Application must reach Office of the Controller of Examinations by 15 August 2017

(Please read **INSTRUCTIONS TO THE CANDIDATES** overleaf before filling the Application Form)

Degree for which the application is made:

1. Name of the Candidate (In BLOCK Letters) :

2. Regd. No. :

3. Is the application for **In Person** or
In Absentia :

4. Aadhar Number :

5. Postal Address for Communication: :
(please provide complete postal address in
block letters with Pin Code)

6. Email-id for Communication: :
(Read instruction **No. IV** overleaf)

7. Landline / Mobile Number :

8. Details of Photocopy of Qualifying Certificate enclosed (Read instruction **No. IX** overleaf)

a) Name of the Board / University: :

b) Name of the Course: :

c) Certificate No: :

Date

Candidate Signature

Please see Instructions overleaf

INSTRUCTIONS TO CANDIDATES

- I. The filled in application form may be sent to the Controller of Examinations, Sri Sathya Sai Institute of Higher Learning, Prasanthi Nilayam-515134 (A.P.) by **Registered Post**.
- II. The cover may be superscribed 'Convocation'.
- III. **No Registration FEE** is charged for Convocation.
- IV. After submitting the application either by post or by hand, candidates are required to send an email to convocation@sssihl.edu.in from the same email-id furnished in the application (Item No.6) requesting the Institute to acknowledge the receipt of their application mentioning their Name, Regd. No. and the name of the Degree for which the application is made. The Institute will acknowledge the receipt of application, by email, to the candidate's email-id (Item No.6), within 10-15 days from the date of submission of application by the candidate. In case the email acknowledgement is not received even after 10-15 days, the candidates are advised to contact the Institute at convocation@sssihl.edu.in once again.
It may be noted that the Institute will correspond with the candidates only through email, in matters relating to Convocation.
- V. The list of candidates whose applications are accepted for registration for the convocation would be put up on the Institute website www.sssihl.edu.in from the first week of July onwards. Hence, the candidates are required to refer to this list, to ascertain about their registration for the convocation.
Candidates registered for the convocation, as per the list mentioned above, need to download the convocation circular from the website and use the same as directed there in. No individual circular will be sent to the registered candidates. In case of any further queries, the candidates may mail to convocation@sssihl.edu.in
- VI.
 - a) No column be left blank. If any column is not applicable 'NIL' may be entered.
 - b) Incomplete application will be rejected. No Correspondence will be made in this matter.
- VII. The initials, spelling and splitting up of names of the candidate will be written in the Degree Certificate as they appear in the Qualifying Certificate with reference to (Item No.8).
- VIII. Candidates opting for '**IN ABSENTIA**' only:
 - a) **While sending this application**, candidates are required to send a self-addressed stamped cloth-lined cover to receive their Degree Certificates by post.
 - b) It is necessary that a clear and complete postal address is furnished by the Candidate on the cloth-lined cover (Size 16 x 12 inches), with postal stamps (for Rs.48/-) affixed thereon, to ensure safe delivery of the Degree Certificate by the postal department, by Insured Parcel. The address furnished must bear the Pin-Code of the place and name of the state to which the place belongs.
 - c) Their degree certificates would be dispatched by post to them during the first week of December, after the Convocation.
- IX.
 - a) Candidates applying for being admitted to convocation for U.G. Degree like B.A. / B.A.(Hons.)/ B.Sc. / B.Sc.(Hons.) / B.Com.(Hons.) / B.B.M. and B.C.A. should enclose only the **photocopy** of the original **pass certificate** of **Intermediate or Pre-University** issued by the **Board**.
 - b) Candidates applying for being admitted to convocation for P.G. Degree like M.A. / M.Sc. / M.B.A. / M.B.A. (Fin.) / MFM / M.Tech. / B.Ed. / M.Ed. should enclose only the **photocopy** of the Original Degree Certificate of the **qualifying degree** issued by the **University**.
 - c) Candidates applying for being admitted to convocation for M.Phil. / Ph.D. programme should enclose only the **photocopy** of the Original Post Graduation Degree Certificate issued by the **University**.
 - d) **PLEASE DO NOT ENCLOSE PHOTOCOPY OF SEMESTER GRADE CARDS OR CONSOLIDATED GRADE CARD OR PROVISIONAL DEGREE CERTIFICATE.**