



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. Aadhaar 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 must be sent by **Registered Post** to:
The Controller of Examinations, Administrative Building, Sri Sathya Sai Institute of Higher Learning,
Prasanthi Nilayam – 515134, Dist. Anantapur, Andhra Pradesh.
- II. Kindly mention the word 'Convocation' on the envelope for the university's easy reference.
- III. **No Registration Fee** is charged for the convocation.
- IV. Once the application is submitted (by hand or post), candidates are required to send an email to convocation@sssihl.edu.in from the **same email-id filled in the form** (Item #6). The email must include their Name, Regd. No. and the Name of the Degree for which the application is made and request an acknowledgement receipt of the form. The university will respond to the email within 15 days, failing which, the candidate is requested to resend the email.
Note: All correspondence regarding the convocation with the university will only be via email.
- V. Starting the first week of July, the university will publish the list of candidates accepted for the 2017 Annual Convocation. This list will be periodically updated and will be accessible from the home page of the university's website: www.sssihl.edu.in.
Nearer to the date of the convocation, registered candidates will then be required to download the Circular published on the website and follow the instructions therein.
Note: The circular will **not** be emailed to candidates. For any queries, kindly email us on convocation@sssihl.edu.in
- VI.
 - a) No column in the form must be left blank. Kindly enter 'NIL' for items that are not applicable.
 - b) Incomplete applications will be rejected. No correspondence will be made on this matter.
- VII. The Name of the candidate that will finally appear on the degree certificate (including initials, spelling and splitting up of names) will be exactly as per the Qualifying Certificate submitted (Item #8).
- VIII. Candidates opting for '**IN ABSENTIA**' only:
 - a) Candidates are required to send a self-addressed, stamped, cloth-lined envelope **along with their submitted application form**. The university requires this in order to send the degree certificates back to the candidates by post.
 - b) The envelope must be 16x12 inches in size. The full and complete postal address must be clearly written or typed on it, including the town/city, PIN code, district and state. Lastly, stamps totalling **₹48** must be affixed on the top right hand corner of the envelope.
 - c) Degree certificates will be dispatched by post (in the submitted envelope) to candidates during the first week of December, after the Convocation.
- IX.
 - a) Candidates applying for admission to the convocation for **undergraduate** degrees such as 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 admission to the convocation for **postgraduate** degrees such as M.A. / M.Sc. / M.B.A. / M.B.A. (Fin.) / M.F.M. / 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 admission to the convocation for the 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 PHOTOCOPIES OF SEMESTER GRADE CARDS, OR CONSOLIDATED GRADE CARD, OR PROVISIONAL DEGREE CERTIFICATE.**