



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

APPLICATION FOR ADMISSION TO THE CONVOCATION, 2024

(Date of Convocation – 22 November, 2024)

Application must reach Office of the Controller of Examinations by 15 August 2024

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

1. **Degree for which the application is made** :
2. Is the application for **In Person** or **In Absentia** :
3. Name of the Candidate (In BLOCK Letters) :
4. Regd. No. :
5. Gender and Date of Birth : Male / Female Date of Birth:
6. Postal Address for Communication :
(please provide complete postal address in block letters with Pin Code)
7. Valid Email-id for Communication :
(Read instruction No. IV overleaf)
8. Mobile Number (Mandatory) :
Landline Number
9. Details of Photocopy of Qualifying Certificate enclosed (Read instruction No. X overleaf)
 - a) Name of the Board / University :
 - b) Name of the Course :
 - c) Certificate No. :

Date:

Signature of the Candidate

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, Sri Sathya Sai District, Andhra Pradesh.
- II. Kindly mention the word 'Convocation' on the envelope for the Institute'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 #7). 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 Institute will respond to the email within a week, failing which, the candidate is requested to resend the email.

Note: All correspondence regarding the Convocation with the Institute will only be via email: convocation@sssihl.edu.in

- V. Starting the 1st week of August, the Institute will publish the list of candidates accepted for the 2024 Annual Convocation. This list will be periodically updated and will be accessible from the home page of the Institute's website: www.sssihl.edu.in.
- VI. 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.
- VII. 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.**
- VIII. 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 #9).
- IX. Candidates opting for '**IN ABSENTIA**' only:
 - a) Candidates are required to send a self-addressed, stamped, waterproof envelope. The Institute requires this in order to send the degree certificates back to the candidates by post.
 - b) The Envelope should state clearly name and programme of student.
 - c) 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 ₹55 must be affixed on the top right-hand corner of the envelope. Students of foreign nationality may affix appropriate postage for an envelope weighing 100-120 gms.
 - d) Degree certificates will be dispatched by post (in the submitted envelope) to candidates during the second week of December, after the convocation.
- X. 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.P.A. / B.B.M. / B.B.A. 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 **Institute / University**.
c) Candidates applying for admission to the convocation for the Ph.D. programme should enclose only the **photocopy** of the Original Post Graduation Degree Certificate issued by the **Institute / University**.
d) **Please do not enclose photocopies of Semester Grade Cards, or Consolidated Grade Card, or Provisional Degree Certificate.**

All students may kindly note that Provisional Certificates are valid only till the Convocation of the year in which they were issued. Post Convocation, only original Degree Certificates issued at the Convocation will be validated by the Institute.

XI. NATIONAL ACADEMIC DEPOSITORY (NAD) SERVICE BY GOVERNMENT OF INDIA FOR ALL UNIVERSITY STUDENTS.

Students registering for Convocation 2024 are hereby informed that as per the mandate of University Grants Commission, India, the degree certificates of the university will be uploaded on the National Academic Depository UGC – NAD Digilocker after the convocation on November 22, 2024. The degree certificates may be accessed from Digilocker website from January 01, 2025 onwards.

Students of Indian Nationality may visit Digilocker website (<https://digilocker.gov.in>) or download mobile app (android / ios) and sign up with mobile number or Aadhar number.

The Digilocker website will provide the service of authentication of degree certificates free of charge to students and any other person or institution duly permitted by the student, in future. Students are encouraged to avail of this national service.

The modalities of this service being available to foreign students who do not have Aadhar card / Indian mobile number are being worked out by Digilocker and the service may be available in future.

It may be noted that the above service is in addition to the degree certificate authentication being done by the Institute by the Registrar, Sri Sathya Sai Institute of Higher Learning.

It may also be noted that once the convocation of the year is over, the Institute will cease to authenticate provisional degree certificates issued and will certify only degree certificates. Registration for any year's convocation (either in person / in absentia) is essential to avail the degree certificate from the Institute. It is also essential to avail of the Digilocker service.