

APPLICATION FOR DEGREE

NOTE:

(a) Rs. 500/- fee applicable for Degree. (b). Original fee receipt needs to be attached with the form.

FOR EXAM OFFICE USE ONLY

Received ₹vide Receipt No.dated

.....
Exam. Official Name & Signature

The Controller of Examinations

ARKA JAIN University, Jharkhand

Dear Sir,

I beg to apply for Degree. Required documents as per instruction are enclosed herewith. I understand that improper submission or inadequate enclosure, even if identified later, may lead to cancellation of my application of Degree without refund of requisite fees. Herein below, I am giving the particulars of my academic record relevant to Degree.

Yours respectfully,

Date:

Signature (**as in signature proof**)

Name of the Applicant (in **CAPITAL LETTERS**)

Enrollment No. /Registration No.

Contact No. (Preferably a Mobile No.) :.....

Enclosures: All Semester Marksheet/Academic Transcript duly attested.

FOR EXAM OFFICE USE ONLY

Degree provided on (date)vide AT No.

General Instructions for Degree

1. Please download the form for Degree from our website www.arkajainuniversity.ac.in (link - Academics > Examinations > e-Form > Degree) or Collect from Examination's Student support counter.
2. Eligibility: Only passed out having no back papers, of any Degree Course of Study of our University, may apply for Degree.
3. Documents and fees required along with the properly filled in application form:
 - A. ATTESTED (BY (i) ANY Grade A OFFICER OF GOVT. SECTOR OR (ii) ANY WHOLE-TIME TEACHER OR ASST. REGISTRAR OF our UNIVERSITY) photocopies or notarized copies of both sides of relevant clear Mark Sheets / Grade Cards/Academic Transcript of all passed examinations issued from the ARKA JAIN University.
 - B. SIGNATURE PROOF (e.g. Photocopy of Passport / Pan Card, Identity Card issued by the University, etc.).
 - C. Application form without attested / notarized photocopies of Marksheet/Academic Transcript will NOT be accepted.
 - D. ₹ 500/- (Rupees five Hundred only) per candidate per programme.
4. Mode of Payment: Personally, at Cash Counter of the University.
5. The application form must be signed by the candidate, as signed in the document of signature proof.
6. While filling the form, applicant must furnish his / her name in capital letters as printed on the Grade Cards / Mark-sheets/Academic Transcript issued by ARKA JAIN University.
7. Degree collection related information:
 - A. Degree (hard copy only) may be collected by candidate or duly authorized person (whose signature must be attested by the candidate in the letter of authorization addressed to the Controller of Exams.) normally after MINIMUM SEVEN WORKING DAYS of duly submission of the application.
 - B. At the time of collecting the Degree, following items are required: -
 - (i) Photocopy of the Money Receipt against submission of required fees,
 - (ii) Authorization (if the candidate cannot come by person) in proper form and
 - (iii) photocopy of any authentic photo-identity-cum-signature proof of the candidate or authorized person (if applicable) have to be produced.