



SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)

(Established under Section 3 of the UGC Act, 1956)
Re-accredited by NAAC with 'A' Grade (3.58/4) | Awarded Category – I by UGC

INSTRUCTIONS TO THE CANDIDATE

1) CONVOCATION FEES DETAILS :

Sr. No	Nature of Certificates	Amount (Indian / Foreign Students)	USD (for foreign students)	Bank details for online payment
I)	Degree Certificate	INR 3000/- Inclusive of postage within India (outside India INR 1500/- extra)	USD 100 in Equivalent Indian Rupees (Including postage)	Symbiosis International University Type of Account : Savings Account Account No. : 050310210000023 Bank Name : Bank of India IFSC code : BKID0000503 MICR No. : 411013011 SWIFT Code - BKIDINBBPMB Branch Address: Erandvane, Karve Road, Pune - 411004
II)	Diploma Certificate	INR 1500/- Inclusive of postage within India (outside India INR 1500/- extra)		

2) MODE OF PAYMENT :

- a) The prescribed Convocation fees should be paid in the form of Demand Draft in favour of **Symbiosis International University** payable at Pune or paying cash (Cash timing : Monday to Saturday 10.00 am to 4.00 pm) in the office of Finance Department, Symbiosis International (Deemed University), Lavale or via online mode.

The filled application form to be sent along with demand draft to:

The Controller of Examinations, Symbiosis International (Deemed University), Gram - Lavale, Tal - Mulshi, Dist. - Pune, Pin Code – 412 115 (Maharashtra-India) Tel. No. 020 – 28116223 / 24 / 25 Fax: 020-28116206, email: convocation@siu.edu.in.

- 3) Incomplete forms or those without accompanying photocopy of Grade Sheet or Statement of Marks or Consolidated Statement of Marks or Certificate of Passing will be rejected and no correspondence on this behalf will be entertained.
- 4) Counter slip of Demand Draft itself is a receipt for payment of fee. It should be preserved carefully till the receipt of Degree/Diploma Certificates.
- 5) Complaints regarding issue or receipt of wrong degree (viz. name, college, institute, class, subject, year of passing etc.) will be entertained within a period of one month only from the date of receipt of degree/diploma certificate.



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Application form for obtaining Degree / Diploma Certificate pertaining to 1st to 7th Convocation (Passing Year - April / October - 2004, 2005, 2006, 2007, 2008, 2009 & April 2010)

(Please read important instructions before filling this form)

To,

The Controller of Examinations
Symbiosis International (Deemed University),
Gram: Lavale, Tal: Mulshi, Dist.:
Pune – 412 115

Sir / Madam,

I, the undersigned would like to obtain my Degree / Diploma Certificate.

A] ACADEMIC DETAILS -	
1) Name of the Alumnus:	
2) Name of the Institute:	
3) Name of Degree / Diploma:	
4) PRN:	

B] PERSONAL DETAILS	
1) Address (for dispatch of Degree / Diploma Certificate)	
	State: _____ Pin Code: _____
2) Telephone No. (R)	Mobile: _____
3) E-Mail ID:	

C] PAYMENT DETAILS -				
Bank Name:				
Transaction Reference OR IMPS No. / Demand Draft / Cash Receipt No.		Dated :		Amount:

Please check the convocation fees details for payment of convocation fees.

- I wish to collect my certificate personally
- Please dispatch my certificate to the above mentioned address

I have carefully read and noted the instructions to candidates before filling in this form. I declare that the information given above is true and correct to the best of my knowledge and belief. I shall be responsible for any errors and wrong / incomplete entries by me in this form.

Thanking you,

Signature of the Alumnus: _____

Date: _____