


North-Eastern Hill University
Headquarters:Shillong

Application for admission into Convocation

1. Name of the degree applied for
 2. Whether the degree is to be received in **PERSON**
or in **ABSENTIA** (to be indicated clearly)
 3. Name of the Candidate
(in block letters)
 4. Registration No. with year
 5. Father's Name in full
 6. Roll Number with year of the Examination passed
 7. Name of the College/Department
 8. Bank Transfer/UTR No. and amount
 9. Present Address of the Candidate
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Countersigned by:

Principal/Head of the Department
(With office seal)

Station

Date

Full Name and Signature
of the Candidate

INSTRUCTIONS

1. The last date for the receipt of the application together with the prescribed fee, for admission “**in PERSON**” is
2. The fees prescribed for those who are willing to receive in **PERSON** is Rs. 350/- (Rupees Three hundred and fifty only) per candidate and in **ABSENTIA** is Rs. 300/- (Rupees Three hundred only) per candidate. The Convocation Fee is to be made by electronic transfer/RTGS in favour of “**Finance Officer, NEHU**”, Account No. 10203801042 at State Bank of India, NEHU Branch, Shillong, Branch Code:04295 and IFSC code SBIN0004295. The Bank transfer/UTR No. is to be invariably mentioned in the Convocation Application form, without which, the form will not be entertained.
3. Those who are willing to attend the Convocation in **PERSON** will have to wear the prescribed robes, which will be available at the University's office on dates to be notified prior to the Convocation. If the robes are not returned by him/her immediately after the Convocation on the notified dates, a fine of Rs.20/- (Rupees Twenty only) per working day will be realized and the Degree Certificate will not be handed over to the Candidate till the robe is returned.
4. The Candidates intended to receive their degrees in **PERSON** must attend the rehearsal to be fixed by the University and must wear the Convocation robes provided.
5. A copy of the Marksheet & Registration Card (duly attested) must be enclosed along with the form.

Sd/-
Controller of Examination