

Instructions to apply for Provisional Degree Certificate

1. You are required to read the instructions carefully.
2. Students who have cleared all examinations and obtained a certificate of passing, but the convocation is not held for them are eligible to apply for a provisional degree certificate.
3. Application will be incomplete if the mandatory fields are not filled. Incomplete form will not be accepted & will not be processed.
4. Fees to be paid by online mode. **Fees once paid will not be refunded.**
5. Applicant will be responsible for the accuracy of the data and the postal address.
6. Provisional Degree Certificate will be sent to the address mentioned by you, subject to receipt of postal charges, or the same may be collected personally (by hand).
7. Provisional Degree Certificate will be issued within **10 working days** against the confirmation of **no outstanding dues** (Tuition Fees/ Hostel Fees/ Mess Fees, etc.) **from the authorities** and those who have **cleared eligibility**.

8. **Details of fees:**

Sr. No	Provisional Degree Certificate	Amount (Rs.)
1)	Provisional Degree Certificate Soft Copy (by e-mail) / Hard Copy (by hand - to be collected from SIU, Pune)	INR 500/-
2)	Provisional Degree Certificate Hard Copy (by Post) - including postal charges within India	INR 750/-
3)	Provisional Degree Certificate Hard Copy (by Post) - including postal charges outside India	INR 3,000/-

9. After filling online application form on the portal, you will be redirected to the payment gateway portal.
10. By using a payment gateway portal, you may pay the charges through the options like Credit Card, Debit Card, Debit Card + ATM PIN, Internet Banking, Wallet/ Cash Cards, EMI, G Pay etc.
11. The payment may take 72 hrs to reflect on the portal. Kindly wait before you make any further query on this. Such queries if received earlier will be replied only after 72 hrs.

Contact Details:

Email: convocation@siu.edu.in

Tel No. (020) 28116799 / 61936799

(Active on all working days between 9.30 AM to 4.00 PM)

APPLY NOW