

INSTRUCTIONS TO THE CANDIDATES

1. For obtaining Degree certificate, the candidates have to submit the application in the prescribed form together with the Pay-in-slip/DD for the prescribed fee.
2. Candidate may submit their application at any time after the publication of the results of the concerned examination. But the degree will be issued only after awarding it by the Syndicate.
3. Applications not in the prescribed form or defective in any respect will be rejected.
4. Candidates are advised to send their applications by registered post (acknowledgement due) to avoid loss in postal transit.
5. The fee prescribed for the Bachelor's Degree : Rs.150/-
6. Candidates who have not taken their degree within one year after the examination will have to pay search fees as noted below:-
 - a. After one year but before the expiry of 5 years Rs.50/-
 - b. After 5 years Rs.100/-
 - c. After 10 years Rs.500/-
7. The fees should be paid as Pay-in-Slip at the M.G.University cash counter/SBT /Janasevana Kendra or D.D drawn in favour of the Finance Officer, M.G.University payable at SBT, University Campus Branch only (Code no.669) and forwarded to the Controller of the Examinations along with the application for the degree. Fee once paid will not be refunded.
8. Postage charge of Rs. 50/- should be paid for all degree application in addition to the concerned fees.
9. Candidates should send self attested copies of degree grade cards, mark lists of plus 2 and S.S.L.C book (page no.1) along with the application.
10. Candidate should furnish only the relevant details required in respect of the degree for which the application is made.
11. The degree certificates will be sent to the candidate by Registered Post.
12. **FAST TRACK:** Candidates, who are in urgent need of the degree certificate, can obtain the same by paying a special fee of Rs.300/- in addition to the fee for degree certificate, after awarding of the degrees by the Syndicate.
13. If there is any change in revaluation, the students have to remit the prescribed fees again for getting revised Degree Certificate.

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