

Dr.B.R.AMBEDKAR OPEN UNIVERSITY

OFFICE OF THE CONTROLLER OF EXAMINATIONS

PROF.G.RAM REDDY MARG, ROAD NO.46, JUBILEE HILLS, HYDERABAD – 500 033

**APPLICATION FORM FOR OBTAINING THE DEGREE IN-ABSENTIA / CONVOCATION FOR
B.A./ B.Com./ B.Sc./ P.G./ M.B.A./ M.Phil./ Ph.D./ M.L.I.Sc./ B.L.I.Sc./ B.P.R./
ALL OTHER PROGRAMMES**

U.G.		P.G.		OTHERS	
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(FOR OFFICE USE ONLY)

PHOTO 1 Paste Your Recent Passport Size Photograph (3.5 x 4.5 cm) (Do not staple / Pin on Photo)	1. IN PERSON / BY POST 2. DUE DATE Signature of the Section In-charge	PHOTO 2 Paste Your Recent Passport Size Photograph (3.5 x 4.5 cm) (Do not staple / Pin on Photo)
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1	Name of the Candidate (In capital strictly as per the SSC records)			
2	Father's Name (In capital strictly as per the SSC records)			
3	Modern Indian Language (B.A./B.Com./B.Sc.)			
4	Full Admission Number			
5	Name of the Programme			
	Month & Year of passing			
6	Medium	7	Sex	Male / Female
8	Full Address (In Capital Letters)		
9	Phone No. Res.No. with STD Code	Cell No.		
10	FEE DETAILS			
	NAME OF THE BANK	D.D. / CHALLAN NO.	AMOUNT	DATE
	NAME OF THE COURSE	BEFORE CONVOCATION	AFTER CONVOCATION	AT THE TIME OF CONVOCATION
		Rs.500/-	Rs.400/-	Rs.300/-

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ACKNOWLEDGEMENT (to be filled by the Candidate)

Received application for Degree Certificate from Sri / Ms. _____

H.T.No. _____ Programme _____ on _____

D.D. / Challan No. _____ Amount for Rs. _____ Date _____

In Person / By Post

Signature of the Receiver with Seal with date

11	Name of the Examination Passed for which now you have applied B.A., / B.Com., / B.Sc., / P.G., / M.B.A., (Please enclosed Xerox Copy of Marks memos)					
NAME OF THE COURSE		MARKS SECURED IN				
		Theory Marks	Month & Year of Passing	Practical Marks	Assignment Marks	Month & Year of Passing
I YEAR PAPERS						
1						
2						
3						
4						
5						
6						
II YEAR PAPERS						
1						
2						
3						
4						
5						
6						
III YEAR PAPERS						
1						
2						
3						
4						
5						
6						
TOTAL →						
GRAND TOTAL (Theory + Practicals / Assignments) →						

12	Name of the Examination Passed for which now you have applied M.Phil./ Ph.D./ M.L.I.Sc./ B.L.I.Sc./ B.P.R./ All other P.G. Diplomas (Please enclosed Xerox Copy of Marks memos)					
NAME OF THE COURSE		MARKS SECURED IN				
		Theory Marks	Month & Year of Passing	Practical Marks	Assignment Marks	Month & Year of Passing
PAPERS						
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
GRAND TOTAL (Theory + Practicals / Assignments)→						

DECLARATION OF THE CANDIDATE

1. I solemnly promise and declare that if admitted to the _____ Degree will in my daily life and conversation conduct myself so as to become a member of the University.
2. I sincerely promise and declare that to the best of my ability and opportunity I will use my powers for the furtherance of true learning.
3. I solemnly promise that I will faithfully and diligently fulfill the duties of the profession to which I eventually belong and that will on all occasions maintain its purity and reputation.
4. I request that my _____ Degree Certificate may be issued to me in absentia.

Date:

Station:

Signature of the Candidate

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Address for Communication (In Capital letters)	Address for Communication (In Capital letters)
NAME:	NAME:
FATHER'S NAME:	FATHER'S NAME:
H.NO.:	H.NO.:
STREET / COLONY:	STREET / COLONY:
POST /VILLAGE:	POST /VILLAGE:

MANDAL / TOWN:		MANDAL / TOWN:
DIST. / STATE:		DIST. / STATE:
PIN CODE		PIN CODE
PHONE No.		PHONE No.

NO DUES CERTIFICATE

(Certificate to be issued by the Director, Student Services – Room No.114)

This is to Certify that Mr. / Ms.
 Son / Daughter of Sri was a student of this University
 admitted in course with admission no..... He / She has paid
 the tuition fee for the above course and there is "NO OBJECTION" to his / her being issued the
 Provisional Certificate.

DATE:

OFFICE SEAL

SIGNATURE

INSTRUCTIONS

1. Candidate should **Affix Two (2) Passport Size (3.5 x 4.5 cm)** Photographs on the application in the place provided for photographs (Do not staple pin on the photos, small size photos will be rejected).
2. Students desirous of taking their Degree in-absentia have to fill-in this form submit to the Controller of Examinations, Dr.BRAOU, Hyderabad duly filled in accompanied by prescribed fee through a challan paid in any one of the SBH Branches or Demand Draft any Nationalized Bank drawn in favour of **the Registrar, Dr.B.R.Ambedkar Open University, Hyderabad.**
3. The candidate is instructed to be very careful about the entries to be made in all the columns. All entries should be made in **candidates own handwriting** and he / she will be held personally responsible for any incorrect entry that he / she makes. **Signature of the candidate is compulsory on application.**

CHECK LIST

1. Demand Draft of Rs.300/- or Rs.400/- or Rs.500/- (Tick whichever is applicable)
2. Two Passport Size Photographs.
3. Xerox copy of Identity Card
4. Xerox Copy of S.S.C. & Provisional / Degree Certificate of Qualifying Exam or its equivalent exam.
5. Xerox Copy of Provisional & I, II, III Year Marks Memos for which now you have applied for Degree Certificate.

NOTE: Your application will be rejected, If, you do not enclose any one of the above checklist.