

How to Apply for Convocation Certificate

1. Please calculate the fee for Application Form on the website or [click here](#).
2. Following method of Payment are available:
 - A. Direct cash Deposit through Challan**
(at Bank of Maharashtra/HDFC Bank)
 - B. Online Payment through Credit/Debit card/Net Banking**
3. If you select payment method as “**Direct Cash Deposit**”, Online challan get generated after submitting the application form.
Student should submit this Challan at Cash Counter of any branch of selected Bank (**Bank of Maharashtra / HDFC bank**).

The Challan is divided into 3 sections. After receipt of payment, Bank will issue 2 parts of challan with Stamp of Bank. Student should submit University Copy of Stamped Challan along with Application form printout to University

4. If you select Payment Method as "**Online payment**", You will be transferred to University Payment Gateway, where you can pay the fee through any Master/Visa Credit/Debit Card.
After successful Payment, online receipt will be generated which should be attached with Application Form Printout for submission.
Please Note that Refund request of Application Fee will be processed after verification & refund policy set by University of Pune.
5. To apply for Convocation Degree Certificate, Student should register himself on website. Click on “New User” Link of Home Page.
6. User can choose his/her own username and password. If selected Username is available, it will be allocated and the same username & password will be mailed to your specified email id as well for your reference. It is essential for the candidate to remember his/her Login name and Password for further transactions.
7. After Successful creation of an Account user can proceed to the online convocation Application system by clicking on “Online Application Form” link
8. Clicking on this link will open Online Application form for Convocation

Fill in the correct and complete information in this form. (User should fill up the Name as per the University Mark Statement ONLY.) Please Note that Address provided by you in the application form should be correct as your degree certificate will be sent by post at this address only.

9. After entering all correct and complete information click on “Submit” button to proceed further.
10. If correct information is provided you will be redirected to the print preview page. This is Just Preview Page for your reference and for correcting any incorrect information entered. **Please do not print this page as this is just a ‘Preview Page’ for corrections!**
11. Please check accuracy of filled information. To change any incorrect information click on “update” button.

12. When information published in preview is correct, click on “**Confirm and Print**” to get the print of the application form.
13. Please Note After Clicking “Confirm and print” you cannot update/change the information provided. University will receive your information only after clicking of “**Confirm and Print**”
14. Print the application. This is your receipt of online submission of convocation form. Please take 2 printouts and keep one for your reference.

Procedure for submission of printout of application form:

1. Arrange the Application form Printout & the required documents enlisted.
2. **Sign exactly on the space provided for the signature on the printout of the Application Form. Also Write Place and Date on the Printout.**

Applications without Signature will not be accepted.

5. **Write your full Name in Devnagari (Marathi) on the Printout of Application Form in the space provided. (For Post Graduate Degree Application only)**
6. **Submit the Form with Stamped Challan / Online Payment Receipt & Final year Marksheet BY HAND to Student Facilitation Center, Savitribai Phule Pune University.**
or By Post to
Convocation Department, Examination Section, Savitribai Phule Pune University, Pune - 411 007.

Once application is received online and in person (on paper) at the respective department, it will be verified and processed by department.

After successful verification confirmation will be sent via email to you on specified email ID in the application form.