

**N.T.R. UNIVERSITY OF HEALTH SCIENCES, ANDHRA PRADESH,
VIJAYAWADA-520008**

**IN ADVANCE
POST CONVOCATION**

No format other than this shall be used. Please read the instructions given in pages 3 & 4 before filling up.
This application form may be down loaded by candidates through NTR UHS Website No.http://203.199.178.93

**APPLICATION FOR ISSUE OF PERMANENT DEGREE CERTIFICATE
FOR ALL PG COURSES IN ADVANCE / POST CONVOCATION**

(This is the prescribed Application Form for obtaining Permanent Degree Certificate IN ADVANCE of the Annual Convocations, to be filled up and to be submitted to this University through the concerned Principal, by all those candidates who have passed their UG Degree / PG Degree / PG Diploma / Super Specialty Degree Examinations between the Last and Forthcoming Annual Convocation only)

1) Full Name of the Candidate :

2) Surname of the Candidate :

3) Name of Father / Mother of the Candidate:

4) a) Degree Certificate applied for : _____

b) Month & Year of Passing : _____

c) Registered No. / Hall Ticket No: _____

d) College where studied and passed: _____

5) Details of fee paid:

a) Amount : Rs. _____ b) DD / Pay Order / NTR UHS Challan No: _____

Dated : _____

c) Name of the Bank : _____ d) Place of the Bank : _____

6) Details of Internship:

a) Date From: _____ To : _____

b) Hospital where Internship was done: _____

Please affix here
your latest
passport size
photograph
duly attested
by the Principal.
(Colour or Black &
White)

FOR THE USE OF NTR UHS EXAMINATIONS WING

1) TR Page No.

2) Degree Certificate Sl.No.

3) Sl.No. & Page No. of the
Degree Issue Register (IN ADVANCE OF)

Submitted:

All the details have been verified. DD / PO has been sent to the Finance Wing. Hence, the Permanent Degree Certificate may be issued.

7) Details of Registration done with the State MCI / DCI / NCI :

a) Registration No: _____ Temporary / Permanent: _____

b) Date of Registration : _____ c) Place of Registration : _____

8) Full Postal Permanent / Temporary address
(with PIN Code, Telephone No., Cell Phone No.):

Station: _____

Date : _____

(Signature of the Applicant)

FOR THE USE OF PRINCIPAL'S OFFICE ONLY

Certified that the details furnished above by Dr. _____
are verified from the relevant records and are found correct. The applicant has no dues to this
College. Hence, there is no objection for issue of UG Degree / PG Degree / PG Diploma / Super
Specialty Permanent Degree Certificate to him / her.

Station: _____

Date : _____

(Signature of the Principal with office seal)

**INSTRUCTIONS / GUIDELINES TO THE CANDIDATES WHO ARE APPLYING FOR
ISSUE OF PERMANENT UG / PG / SS DEGREE CERTIFICATE
"IN ADVANCE" OF CONVOCATION**

- 1) Use only Capital Letters.
- 2) All applications must be routed through the Principal of the College where the applicant has studied and passed the UG Degree / PG Degree / PG Diploma / Super Specialty Degree Examination.
- 3) **Column No.1 & 2 of the application form : Full Name & Surname of the candidate:**
 - a) It should be written as spelt in the Intermediate or its Equivalent Certificate (by those who are applying for UG Degree Permanent Certificates only).
 - b) It should be written strictly as spelt in the UG Degree Certificate (by those who are applying for PG Degree / PG Diploma / Super Specialty Degree Permanent Certificates only).
 - c) In case of those who want to obtain the UG Degree / PG Degree / PG Diploma / Super Specialty Degree Certificates as per the changed Name / changed Surname, the Full changed Name must be written as spelt in the AP Gazette / Proceedings of the NTR University of Health Sciences / Proceedings of the Director of Medical Education, Andhra Pradesh / Proceedings of the Director of Health, Andhra Pradesh OR any other Educational Authority.
- 4) **Column No.3 of the application form : Name of the Father / Mother :** It should be filled up only by those who are applying for issue of the Super Specialty Permanent Degree Certificate only.
- 5) **Column No. 4 (a) of the application form: Permanent Degree Certificate applied for:** Please specify whether applying for issue of Permanent MBBS / BDS / BHMS / BAMS / BNYS / BUMS / B.Sc.(N) / BPT / B.Sc. (MLT) Degree Certificate or whether applying for issue of permanent MD / MS / MDS / MD (Ay) / MD (Homoeo) / M.Sc. (Applied Nutrition) / M.Sc. (Nursing) / DM / M.Ch. Degree Certificate. Also, please specify within brackets the concerned speciality of the Faculty, without fail.

6) **Column No.5 of the application form: Details of fee:**

a) N 0	Name of the Course	PG Convocation Original Degree Certificates						Post convocation	
		In-advance		In-person		In-absentia		Present	Revised
		Present	Revised	Present	Revised	Present	Revised		
1	Super Speciality	2000/-	3000/-	1000/-	1500/-	1500/-	2500/-	1500/-	2500/-
2	PG(Modern Medicine)	2000/-	3000/-	1000/-	1500/-	1500/-	2500/-	1500/-	2500/-
b) 3	MDS	2000/-	3000/-	1000/-	1500/-	1500/-	2500/-	1500/-	2500/-
4	MD(Ayur.)	2000/-	3000/-	1000/-	1500/-	1500/-	2500/-	1500/-	2500/-
5	MD(Homo.)	2000/-	3000/-	1000/-	1500/-	1500/-	2500/-	1500/-	2500/-
6	MD(Unani)	2000/-	3000/-	1000/-	1500/-	1500/-	2500/-	1500/-	2500/-
7	M.Sc.(N)	2000/-	No Change	1000/-	No Change	1500/-	No Change	1500/-	No Change
8	M.Sc.(M)	2000/-	No Change	1000/-	No Change	1500/-	No Change	1500/-	No Change
9	MPT	2000/-	No Change	1000/-	No Change	1500/-	No Change	1500/-	No Change

7) **Column No.6 & 7 of the application form: Details of Internship and Registration done:** These columns are to be filled up by those who are applying for permanent UG Degree Certificates only.

8) **Column No.8 of the application form: Permanent Address:** This is required by NTR UHS to get certain doubts etc. if any, cleared from the applicant before issuing or after issuing the Permanent Degree Certificates.

9) **Two address Slips:** Two address slips given at the end of page No.2 of this application form are to be filled up by the candidate (all in capital letters only), giving the Pin Code, Telephone No., Cell Phone No., for use by NTR UHS Examination Wing, for pasting in the Degree Dispatch Register and on Courier Service cover)

10) **Passport Size Photographs:**

- One Photograph should be affixed on the Application Form duly attested by the Principal of the college where the applicant has studied and passed the course / examination.
- One extra Photograph of the same should be kept in an envelope and is to be enclosed to the Application at the end of all the enclosures.

ENCLOSURES:

The following documents are to be enclosed to the Application form securely tagged, in the order specified.

A) By those who are applying for issue of Permanent UG Degree Certificates only:-

- Attested copy of Intermediate or Equivalent Certificate.
- Attested copy of Internship Certificate issued by the Principal of the concerned Medical College.
- Attested copy of UG Degree Provisional Certificate.
- Attested copy of Temporary / Permanent Registration Certificate as proof of having registered themselves with MCI / DCI / NCI.
- Attested copies of Individual Marks Memos of 1st to Final year of UG Degree Exams (only if the Official Transcript is not yet been issued by NTRUHS).
- Attested copy of G.O. on transfer of candidate from one college to another college during the Internship Period.

B) By those who are applying for issue of Permanent PG Degree / PG Diploma / Super Specialty Degree Certificates only:-

- Attested copy of MBBS Permanent Degree Certificate.
- Attested copy of PG Degree Provisional Certificate.
- Attested copy of PG Diploma Certificate.
- Attested copy of Super Specialty Provisional Certificate.

C) Common to all Applicants:

- Attested copy of AP Gazette / Proceedings of NTR University of Health Sciences / Proceedings of Director of Medical Education, Andhra Pradesh / Proceedings of Director of Health, Andhra Pradesh or any other Educational authority, by those who want to obtain their Permanent Degree Certificate as per the changed Name / changed Surname.
- Envelope containing one Passport size photograph (should be kept at the last of all the enclosures).
- DD / Pay Order / NTRUHS Challan (should be kept on top of the application form).
- There is no need to enclose a self addressed envelope either with stamps or without stamps.

NOTE: (1) This Application Form should not be used for obtaining the permanent UG / PG / Diploma / Super Speciality Degree Certificates "IN PERSON" or "IN ABSENTIA" of the NTR UHS Annual Convocation. Separate prescribed Application Forms will be supplied to all the Principals / Directors for this purpose, i.e., Pink Colour for obtaining IN PERSON (by those who can take part in the Convocation ceremony in Vijayawada) and White colour for obtaining IN ABSENTIA (by those who cannot take part in the Convocation ceremony) to put on sale for Rs.25/- or more for each application form to be purchased by eligible candidates as and when the date for the NTRUHS Annual Convocation is finalized and the same is announced through all the leading News Dailies.

(2) The following Two Address slips are to be filled up by the applicant to which his / her permanent Degree Certificate is to be dispatched.

To:

Pin Code : _____ Telephone No. _____ Cell Phone No. _____

To:

Pin Code : _____ Telephone No. _____ Cell Phone No. _____

