

**APPLICATION FORM FOR OBTAINING ORIGINAL DEGREE CERTIFICATE  
FOR PG COURSES ONLY**

**Dr. N.T.R.UNIVERSITY OF HEALTH SCIENCES, ANDHRA PRADESH**

**VIJAYAWADA-520008**

Course: \_\_\_\_\_ Applied For: Ordinary/Earlier

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 Convocation, to be filled up and to be submitted to this University through the concerned Principal, by all those candidates who have passed their PG Degree/PG Diploma/ Super Specilaity 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) Permanent Degree / Diploma Certificate Applied for : \_\_\_\_\_  
b) Month & Year of Passing : \_\_\_\_\_  
c) Registered No. (H.T.No. \_\_\_\_\_)  
d) College where Studied and Passed. \_\_\_\_\_
- 5) Details of fee paid:
  - a) Amount : Rs. \_\_\_\_\_ b) DD/Pay Order No. \_\_\_\_\_
  - c) Date. \_\_\_\_\_ d) Name of the Bank : \_\_\_\_\_
  - e) Place: \_\_\_\_\_

Please affix here  
your latest  
passport size  
photograph with  
wearing of Apron  
duly attested  
by the Principal

**FOR THE USE OF Dr. 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.

Jr.Asst.      Sr.Asst.      Supdt.      AR(Exams)      DR(Exams)      JR(Exams)

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

- a. Registration No: \_\_\_\_\_ Temporary/ Permanent: \_\_\_\_\_
- b. Date of Registration : \_\_\_\_\_ c. Place of Registration: \_\_\_\_\_

7) Full Postal Permanent and Correspondence address (with PIN Code)

<u>Permanent</u>

<u>Correspondence</u>

8) Telephone / Cell Phone No. :  
Email ID:

Place:

Date : \_\_\_\_\_ (Signature of the Applicant)

**FOR THE USE OF PRINCIPAL ONLY**

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

Place :  
Date :

(Signature of the Principal with office seal)

## INSTRUCTIONS / GUIDELINES TO THE APPLICANTS

- 1) USE ONLY CAPITAL LETTERS.
- 2) All Applications must be routed through the Principal of the College where applicant has studied and passed the 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 strictly as spelt in the UG Degree Certificate (by those who are applying for PG Degree / PG Diploma / Super Specialty Degree Permanent Certificates Only).
  - b. In case of those who want to obtain the UG Degree/PG Diploma/Super Specilaty 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 and the copy of letters should be enclosed.
- 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 Permanent Degree certificate only.
- 5) **Column No. 4(a) of the application form : Permanent degree Certificate Applied For:**  
**Please specify whether apply for issue of MD/MS Degree/Diploma /MD(AYU)/MD(H)/M.Sc.(Applied Nutrition)/MDS/M.Sc(N)/MPT/Super Specialty/ MD(U)/PDF/M.Sc(M).**
- 6) **Passport Size Photographs:**
  - a. One Photograph of wearing with apron should be affixed on the Application Form duly attested by the Principal of the college where the applicant has studied and passed for clear visible of Principal's of Signature and seal of the college.
  - b. One Photograph should be kept in an envelope and is to be enclosed to the Application.
- 7) **Column No.5: Details of fee:**

The amounts of Fee of the concerned courses are kept in University Website separately. The fee should be pay in the form of demand draft/ Online in favour of Registrar, Dr.NTR University of Health Sciences, Vijayawada, A.P payable at Vijayawada on any Scheduled Bank.
- 8) **Column No.7 : Full postal permanent and Correspondence Address:**  
This is required by Dr. NTR UHS for clarifications if any.
- 7) **Column No.8 : Tele / Cell Phone No.:**  
This is required by Dr. NTR UHS for clarifications if any.
- 8) Filled in application forms should be sent to the  
"CONTROLLER OF EXAMINATIONS" Dr. NTR University of Health Sciences,  
Vijayawada-520008, Andhra Pradesh, India.

### ENCLOSURES:

The following documents are to be enclosed.

1. Attested copies of Under Graduate Degree Certificate and Provisional Certificate of PG Course.
2. Those candidates who want to obtain their Degree Certificates as per the changed Name / changed Surname should submit attested copy of AP Gazette / Proceedings of Dr. NTR University of Health Sciences or any other Educational authority.
3. All enclosures must be securely tagged to the application.
4. Envelope containing the Passport size photograph should be kept at the bottom of all the enclosures.
5. DD / Pay Order prescribed fee on scheduled bank in the name of Registrar Dr. NTR University of Health Sciences, Vijayawada payable at Vijayawada.
6. 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 obtaining the permanent UG/PG/Degree/Diploma Super Specialty Degree certificates "IN-PERSON" or "IN-ABSENTIA" of 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 (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 NTR UHS 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. The candidates are requested to furnish the clear address in which the certificate to be dispatched by University in the below:

**For Office Use:**

To

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Pin Code: \_\_\_\_\_ Cell Phone No. \_\_\_\_\_

**For Dispatch:**

To

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Pin Code: \_\_\_\_\_ Cell Phone No. \_\_\_\_\_