



**Dr. NTR UNIVERSITY OF HEALTH SCIENCES:: AP::VIJAYAWADA- 520 008**

**29<sup>th</sup> & 30<sup>th</sup> ANNUAL CONVOCATIONS TO BE HELD IN THE MONTH OF  
JUNE/ JULY, 2026**

**INSTRUCTIONS TO APPLY FOR DEGREE CERTIFICATES**

1. All the students declared successful in their respective regular examinations of the year 2024 & 2025 pertaining to Super Specialty Degree, Post Graduate Degree, Post Graduate Diploma and Ph.D. courses are eligible to receive the Degree certificates "IN PERSON" or "IN ABSENTIA".
2. All the Under Graduate students declared successful in their respective regular examinations of the year 2024 & 2025 including internship, are eligible to apply for award of Degrees "IN ABSENTIA" of the convocation only. Degrees will not be awarded "IN PERSON" for Under Graduates.
3. Such of those students for whom compulsory internship is not applicable but have passed their respective regular examination of the year 2024 & 2025 are eligible to receive the Degree Certificates "IN ABSENTIA" only.
4. The filled-in Application Form should be submitted in person or by post to the Controller of Examinations, Dr. NTR University of Health Sciences, A.P. Vijayawada, so as to reach on or before **21.04.2026** duly enclosing all the required documents and Demand Draft as directed in the instructions / guidelines given in the concerned application form.
5. Applications received after **21.04.2026** will not be considered.
6. The exact date, time and venue of the Convocation will be notified separately.
7. The candidates applying for Degrees "IN PERSON", for the Ph.D., Super Specialty Courses and Medal/ Prize winners only will be called on to the dais for receiving the Degrees/ Medals/ Prizes. All other candidates (Post Graduates) have to receive the Degrees in their respective seats only and will not be called on to the dais during the Convocation. IN ABSENTIA Degrees will be sent to the candidate's address by post.

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## INSTRUCTIONS / GUIDELINES TO THE APPLICANTS

- 1) USE CAPITAL LETTERS ONLY WHILE FILLING THE APPLICATION FORM.
- 2) Applications must be routed through the Principal of the College where the candidate has studied the Super Specialty/ PG Degree/ PG Diploma/ PhD/ Under Graduate Degree Courses.
- 3) **Full Name:**
  - a. It should be written as spelt in the Intermediate or its Equivalent Certificate by those who are applying for UG Degree Certificates.
  - b. It should be written as spelt in the UG Degree Certificates by those who are applying for Super Specialty/ PG Degree/ PG Diploma/ Ph.D. Certificates.
  - c. In case of those who want to obtain Super Specialty/ PG Degree/ PG Diploma/ PhD./ UG Degree Certificates as per the changed Name/ changed Surname, the Full Name must be written as spelt in the AP Gazette, Proceedings of the Dr. NTR University of Health Sciences or any other Competent Educational Authority.
- 4) **Passport Size Photographs:**
  - a. One photograph should be affixed on the Application Form duly attested by the Principal of the college where the applicant has studied and passed.
  - b. Two photographs should be kept in an envelope and is to be enclosed to the Application.
- 5) **Fee to be paid through online as detailed below:**  
**Online Payment <https://drntr.uhsap.in/epay/onlineservices> for degree certificates as detailed below:**

Sl. No.	Course	Fee for obtaining Degree Certificate	
		In-Person ₹.	In-absentia ₹.
1	Super Specialty/ Ph.D./ MD/ MS/ MDS/MD (Ayurveda)/MD (Homoeo)/ MD (Unani) and PG Diploma	2,000/-	3,000/-
2	M.Sc (Applied Nutrition)	2,000/-	2,500/-
3	M.Sc (N) and MPT	1,500/-	2,000/-
4	M.Sc (M)	1,000/-	1,500/-
5	All UG Courses	----	1,000/-

- 6) **Details of Internship :**  
It should be filled up by those who are applying for UG Degree Certificate only.
- 7) Filled in application forms should be sent to the “**CONTROLLER OF EXAMINATIONS**” Dr. NTR University of Health Sciences, Vijayawada only on or before **21.04.2026**. The envelope containing filled in application should be superscribed “**29<sup>th</sup> & 30<sup>th</sup> Annual Convocations**”.

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8) **ENCLOSURES:**

The following documents are to be enclosed.

a. **Common to all applicants:**

- 1) 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.
- 2) All enclosures must securely be tagged to the application.
- 3) Envelope containing two (2) passport size photograph should be kept with the application along with enclosures
- 4) **Online payment receipt should be enclosed to the application.**
- 5) There is no need to enclose a self addressed envelope either with stamps or without stamps.

b. **By those who are applying for issue of Super Specialty /PG Degree / PG Diploma / Ph.D. Degree Certificates only:**

1	For Super Speciality	Attested copy of PG Permanent Degree Certificate
2	For PG Degree/Diploma	Attested copies of Provisional Certificate of the respective course and UG Degree Certificate
3	For Ph.D.	Attested copy of the qualifying Examination Certificate (previous qualification certificate)

c. **By those who are applying for issue of UG Degree Certificates only :**

- 1) Attested copy of Intermediate or Equivalent Certificate.
- 2) Attested copy of Internship Certificate issued by the Principal of the concerned College.
- 3) Attested copy of UG Degree Provisional Certificate
- 4) Attested copy of Temporary / Permanent Registration Certificate as proof of having registered themselves with MCI/NMC/DCI/INC etc.,
- 5) Attested copy of individual marks memos of First to Final year UG Degree Exams (only if the Official Transcript is not yet been issued by Dr. NTR UHS)
- 6) Attested copy of G.O. on transfer of candidate from one college to another college during the Internship period.
- 7) Address and Mobile numbers of the candidates shall be written in the following space (two copies)

To	To
Pin code :	Pin code :
Mobile No :	Mobile No :
E-Mail ID :	E-Mail ID :

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**Dr. NTR UNIVERSITY OF HEALTH SCIENCES  
VIJAYAWADA, ANDHRA PRADESH, INDIA – 520 008**

**APPLICATION FOR 29<sup>th</sup> & 30<sup>th</sup> ANNUAL CONVOCATIONS**

Affix latest  
passport size  
photograph  
duly attested  
by the Principal.

1	Candidate wants to take Degree (put a tick mark on the relevant choice & strike off the other)	:	<b>IN-PERSON / IN-ABSENTIA</b>
2	Degree for which application is made	:	<b>Ph.D., / Super Speciality / PG Degree / PG Diploma &amp; UG Courses</b>
3	Full name of the candidate (as per the Intermediate or its equivalent certificate for UG and Degree Certificate for PG / Super Speciality/ Ph.D in capital letters)	:	
4	Name of the Father / Mother of the Candidate	:	
5	Particulars of examination passed		
	Course applied for Degree / Diploma Certificate	:	
	Month & Year of passing	:	
	Registered Number (Hall Ticket No.)	:	
	College where studied and passed	:	
	Class obtained	:	
6	Details of internship	:	From _____ to _____
		:	Hospital where Internship was done _____

(P.T.O.)



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7	Details of fee paid	
	Amount	: ₹.
	Online Transaction No & Date	:
	Name of the Bank	:
	Place	:
8	Address for communication	
9	Mobile No.	:
10	E-mail ID	:

Station :

Date :

SIGNATURE OF THE CANDIDATE

Contd...3



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**FOR THE USE OF PRINCIPAL ONLY**

Certified that the details furnished above by Dr./Mr./Ms \_\_\_\_\_ 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/ Ph.D./ UG permanent Degree Certificate to him / her.

Station :

Date : (Signature of the Principal with office seal)

**NOTE:**

The candidates applying for Degrees "IN PERSON", for the Ph.D., Super Specialty Courses and Medal/ Prize winners only will be called on to the dais for receiving the Degrees/ Medals/ Prizes. All other candidates (Post Graduates) have to receive the Degrees in their respective seats only and will not be called on to the dais during the Convocation. IN-ABSENTIA Degrees will be sent to the candidate's address by post.

**FOR THE USE OF Dr. NTR UHS EXAMINATIONS WING**

- 1) TR Page No. \_\_\_\_\_
- 2) SI. No. & Page No. of the Permanent Degree issue Register (In-Person) \_\_\_\_\_
- 3) Degree Certificate SI. No. \_\_\_\_\_

**Submitted:**

All the details have been verified.

Jr.Asst.

Sr.Asst.

Supdt.

AR

DR

JR

COE

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