



GUJARAT TECHNOLOGICAL UNIVERSITY
(Established under Gujarat Act No. 20 of 2007)

ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી
(ગુજરાત અધિનિયમ ક્રમાંક: ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

Ref: GTU/Mid-convocation/2020/5332

Date: 23-07-2020

CIRCULAR

Subject: INSTRUCTIONS TO APPLY FOR MID-YEAR CONFERMENT OF DEGREE/DIPLOMA 2020

Application Submission flow:

1. Open student portal and login with your credential (<https://www.student.gtu.ac.in/>)
2. Click on "Convocation" link in left menu.
3. Click on "Apply for Degree/Diploma Certificate" button at the end of Instructions.
4. Check your all details which are already given in the Application Form.
5. Fill all remaining information in the Application Form and click on "Generate Form & Make Payment" button. Pay the convocation fee online.
6. Check your Photo and Barcode then submit the online application form.

General Instructions

1. An applicant has to fill correct data so that Degree/Diploma Certificate can be printed and delivered correctly.
2. An applicant has to pay the fees of **Rs. 500/- for Under Graduate & Post Graduate, 300/- for Diploma and 1000/- for M.Phil. & Ph.D.** certificates through SBI online payment gateway (Rs. 200/- additional if you want to be a member of GTU's Alumni Association).
3. Please verify before submitting the online application form that the Barcode and Photo is properly displayed or not.
4. **An applicant must submit their application form online & fees through SBI online payment gateway only and No any Hard copy of form or documents is required to be submitted at GTU.**
5. Please keep all required Documents (application form, payment receipt) with you for further Reference.
6. Please carefully check your photo, full name, college name & CPI/CGPA before submitting the application form and if you find any query then you can mail on "convocation@gtu.edu.in".
7. All the students who submitted their application will be considered as "Absentia" Only
8. Your Degree/Diploma Passing Certificate will be sent to your mentioned Address in the Application form.
9. If student have completed all above procedure than, student will get his/her certificate on or before **"15th Oct 2020"**.
10. If the student have done all the process to get degree/diploma certificate yet he/she has not received the certificate at the mentioned address till **15th Oct 2020**, then student must have to do inquiry on "convocation@gtu.edu.in", on or before **31st Oct 2020**.

Winners of: ICT Enabled University Award E-India - 2009 Manthan Award – 2009

Nr. Visat Three Roads, (Campus of Vishwakarma Government Engg. College & IIT, Gandhinagar), Sabarmati -
Koba Highway, Chandkheda, Ahmedabad-382424. Gujarat, India. Tele: 079-23267500 E-mail : registrar@gtu.ac.in
URL : www.gtu.ac.in



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Photo & Name Correction Instructions:

1. If photo is Not-visible or Not-available then kindly refer details in the photo change circular available in the Mid-Year Conferment of Degree/Diploma-2020 option at university website: www.gtu.ac.in and if **photo is available then photo can't be changed.**
2. For name correction in the convocation degree/diploma certificates (**WHO PASSED IN THE WINTER-2019**) kindly contact your college/institute and update the same in the college/institute **before 10th Aug 2020**, any application after that will not be entertained




Registrar

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