



## APPLICATION FORM FOR DEGREE CERTIFICATE (APPLICABLE TO THE REGULAR COURSES OFFERED AT SMIT)

Name of the Student: \_\_\_\_\_

Registration No : \_\_\_\_\_ Course & Branch: \_\_\_\_\_ Year of Passing: \_\_\_\_\_

Sir,

As I may not be able to attend the Convocation and collect the Degree Certificate personally, hereby I request you to mail my Degree Certificate to the address given below:

Postal Address (Mandatory): \_\_\_\_\_

District: \_\_\_\_\_ State: \_\_\_\_\_ PIN Code \_\_\_\_\_

Contact No. & email ID : \_\_\_\_\_

I have paid Rs. 1000/- towards handling charges and enclosed a copy of receipt for the same/ I am enclosing a DD Numbered \_\_\_\_\_ dated \_\_\_/\_\_\_/\_\_\_ drawn on bank \_\_\_\_\_ for Rs. 1000/in favour of SMIT Payable at Gangtok.

### I am aware of the following:

1. University shall take extreme care in packing the Degree Certificate and mailing the Degree Certificate through Speed Post/ Registered Post.
2. University is not responsible for any loss or damage occurred during the transit.
3. In case any loss or damage, the candidate requires to produce sufficient documents to prove the loss and apply for the duplicate, which is in general discouraged.

### This application is to be sent to the following address:

Dy. Controller of Examination - Tech, SMU,  
Sikkim Manipal Institute of Technology,  
Majhitar, Rangpo,  
East Sikkim 737136

No dues from Finance Dept. \_\_\_\_\_

### Details of Amount paid:

- a) **Through SBI Collect, with the link below.**

<https://www.onlinesbi.sbi/sbicollect/icollecthome.htm>

(Copy of e-receipt to be attached)

- b) **Through Demand Draft:**

Demand Draft must be in favour of SMIT payable at GANGTOK.

- c) **Through cash at Finance Department, SMIT:**

Receipt of Cash payment to be attached.

### Note:

- i. Completely filled form to be submitted to the office of Dy. Controller of Examination – Tech, Sikkim Manipal Institute of Technology, Majitar, Rangpo, East Sikkim.
- ii. For any query, contact at (03592)246216,246217,246219 Extension No.235,688 & 689, email ID: [dce.tech@smit.smu.edu.in](mailto:dce.tech@smit.smu.edu.in)
- iii. Issue of certificate is subjected to clearance from Finance Dept.

Place: .....

Signature of Candidate

Date: .....