

## **Dr. Y.S.R. HORTICULTURAL UNIVERSITY**

Admn. Office, Venkataramannagudem – 534 101, West Godavari District

### **GUIDELINES FOR RECEIVING ORIGINAL DEGREE CERTIFICATE**

Dr.Y.S.R. Horticultural University has conducted four Convocations. The latest (4<sup>th</sup>) Convocation was held on 22-02-2021. All the UG/PG candidates who have qualified themselves for the award of Degrees upto 16-12-2020 are eligible to receive Original Degree Certificates. Eligible candidates may apply to receive the original degree certificates by duly filling the application & request form by enclosing Demand Draft for Rs.1,000/- (Rupees one thousand only) and copy of the Provisional Degree Certificate. Candidates, who already applied for award of degrees “In-Person” and could not attend convocation, may apply again to receive the original degree certificate by duly filling the application & request form by enclosing Demand Draft for Rs.100/- (Rupees one hundred only) and attested xerox copy of Provisional Degree Certificate and photo Identity proof (Aadhar card/PAN card/Driving license/Voter I.D).

The Demand Draft should be drawn in favour of **COMPTROLLER, Dr.YSRHU**, Venkataramannagudem (in any nationalized bank).

Applications neither submitted in the prescribed forms nor sent together with the required DD of the prescribed fee and also not found correct in all respects, will be summarily rejected. **Candidates are advised to submit their duly filled in application form alongwith prescribed fee (DD), should be sent to Registrar, Dr.Y.S.R. Horticultural University, Venkataramannagudem-534101, West Godavari District through Registered Post with Acknowledgement Due** so as to ensure that their applications have safely reached this office.

Application & Request form enclosed.

  
REGISTRAR

**Dr. Y.S.R. HORTICULTURAL UNIVERSITY**  
Admn. Office, Venkataramannagudem – 534 101, West Godavari District

**APPLICATION & REQUEST FORM FOR RECEIVING UG/PG ORIGINAL DEGREE CERTIFICATE**

1. Name of the candidate (BLOCK LETTERS):
2. I.D. No. :
3. Name of the (BLOCK LETTERS) a) Father :  
b) Mother :
4. Name of the college and location :
5. Mention the c) Faculty :  
d) Degree completed :  
e) Month and year of completion :
6. Permanent address to which his/her Original Degree Certificate to be sent (In bold letters with Pincode) :
7. Mobile No. & E-mail ID :
8. D.D No. & Date (Bank details) :
9. Previous D.D.No. & Date (if already applied In-Person) :

Affix Passport size  
Photo here

(Attested by the  
Associate Dean of  
the College /  
Gazetted Officer

I have not applied earlier either In-absentia or In-person to obtain my UG/PG Original Degree Certificate due to (reason) \_\_\_\_\_

Hence, I my kindly be issued the Original Degree Certificate and requested to send the same to the given address.

To  
The Registrar,  
Dr.Y.S.R. Horticultural University,  
Venkataramannagudem-534101,  
West Godavari District.

SIGNATURE OF THE CANDIDATE