

**Application for Undertaking in lieu of Degree Certificate (version 2020/07)**

**Note:** It is to be noted that this application is not to obtain the degree certificate. The degree certificate is conferred through convocation process which is scheduled at fixed times in a year (January and July). As some institutions may demand degree certificate at the time of admission or job before convocation, an undertaking in this regard from University is being made available through this application to prevent academic / job related inconvenience to students.

To:

**Registrar**

MGM Institute of Health Sciences, Navi Mumbai

Respected Sir,

I hereby request you to issue me a “**Undertaking in lieu of Degree Certificate**” For (*please mention reason*) \_\_\_\_\_

**My personal details are given below:**

1) **Name of Candidate** : .....  
(As mentioned in the final year/Last semester examination Mark Sheet)

2) **Email ID:** ..... **Mobile No.:** .....

3) **Address:** .....  
.....  
.....

4) **P.R. No.** : 

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5) **Name of College / School** : .....

6) **Month & Year of completion of Course** : 

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7) **Degree title** : .....

8) **NAD Registration ID / Acknowledgement no.** : .....  
(For NAD Registration kindly click on “National Academic Depository” tab which is available on our website i.e. [www.mgmuhs.com](http://www.mgmuhs.com) at home page)

9) **I would like to receive Undertaking:** ((Please Tick below)

a) By hand       b) By post (on above address)       c) By Email

**Each of the following documents are mandatory and must be attached along with this application form otherwise application form will be rejected without any intimation.**

- (i) Final Semester / year Statement of Marks. (Self-Attested Photocopy)
- (ii) University Internship Completion Certificate.(if applicable) (Self-Attested Photocopy)
- (iii) Pay Rs. 1500/- through ‘SBI Collect online payment portal link’ available on [www.mgmuhs.com](http://www.mgmuhs.com) and attached e-receipt of SBI collect payment. **Please note that other mode of payment will not be accepted.**

Thanking you,

Date: ...../...../20

Signature of Student

[This application must be submitted directly to the University office]