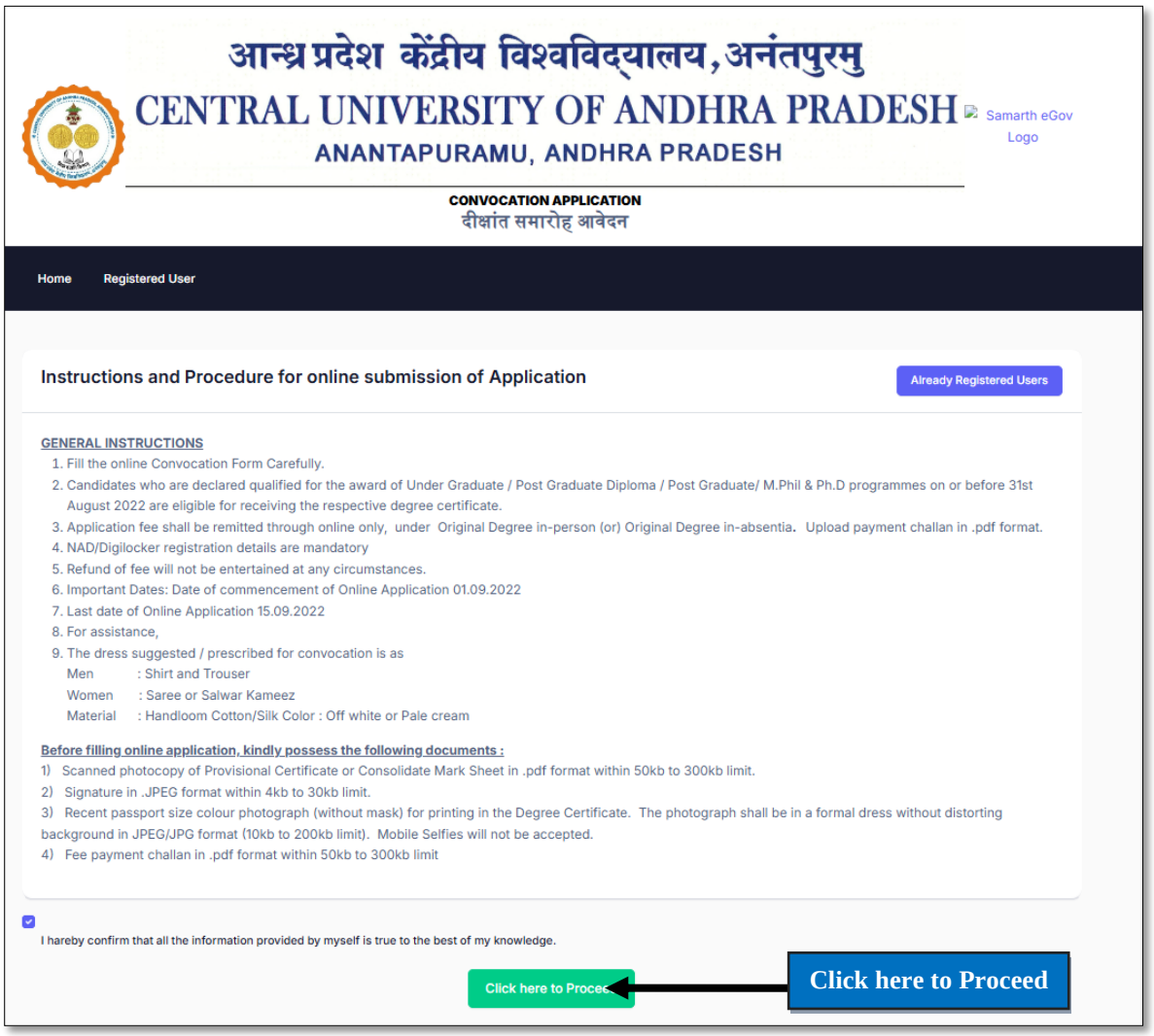
USER MANUAL

FLOW CHART OF REGISTRATION PROCESS FOR CONVOCATION THROUGH SAMARTH PORTAL

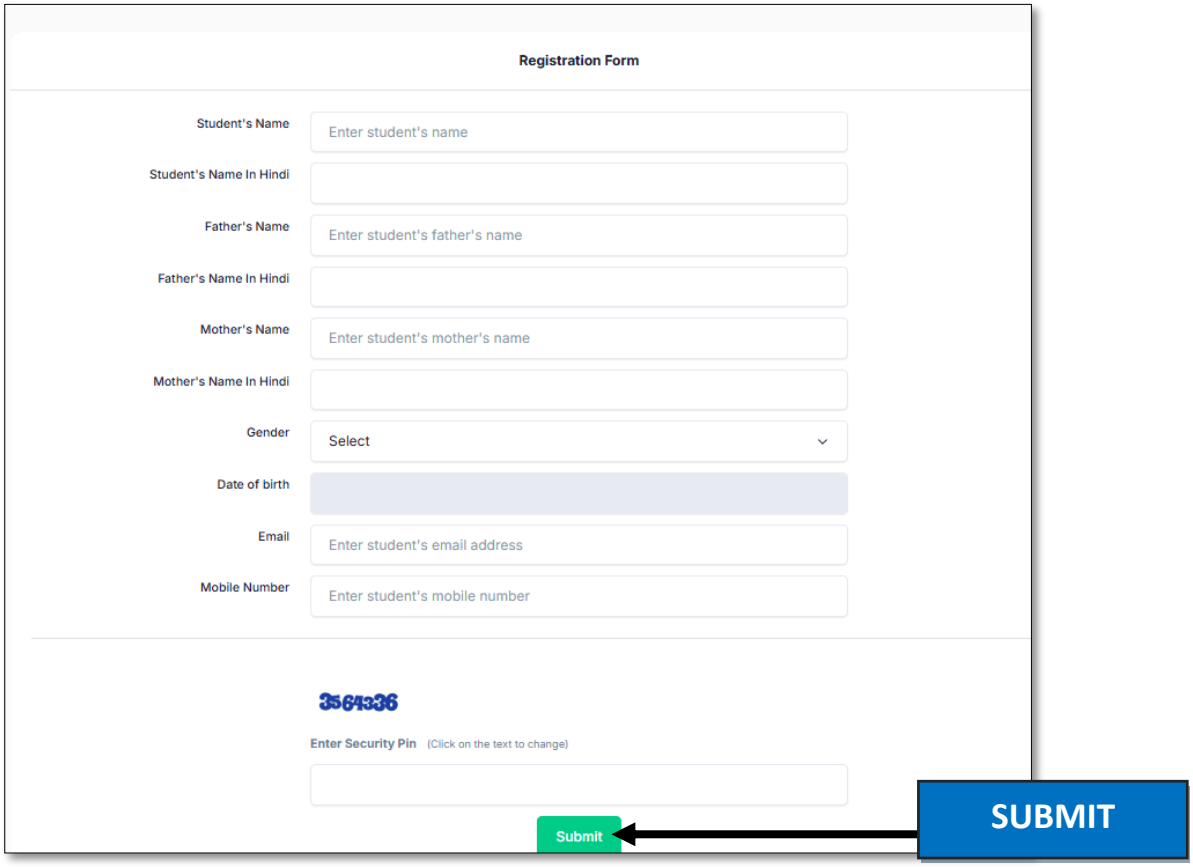
Candidates should follow the below mentioned steps for registration of convocation on Samarth Portal:

URL: https://cuap.samarth.edu.in/convocation/index.php/convocation/convocation-user/registration-instruction

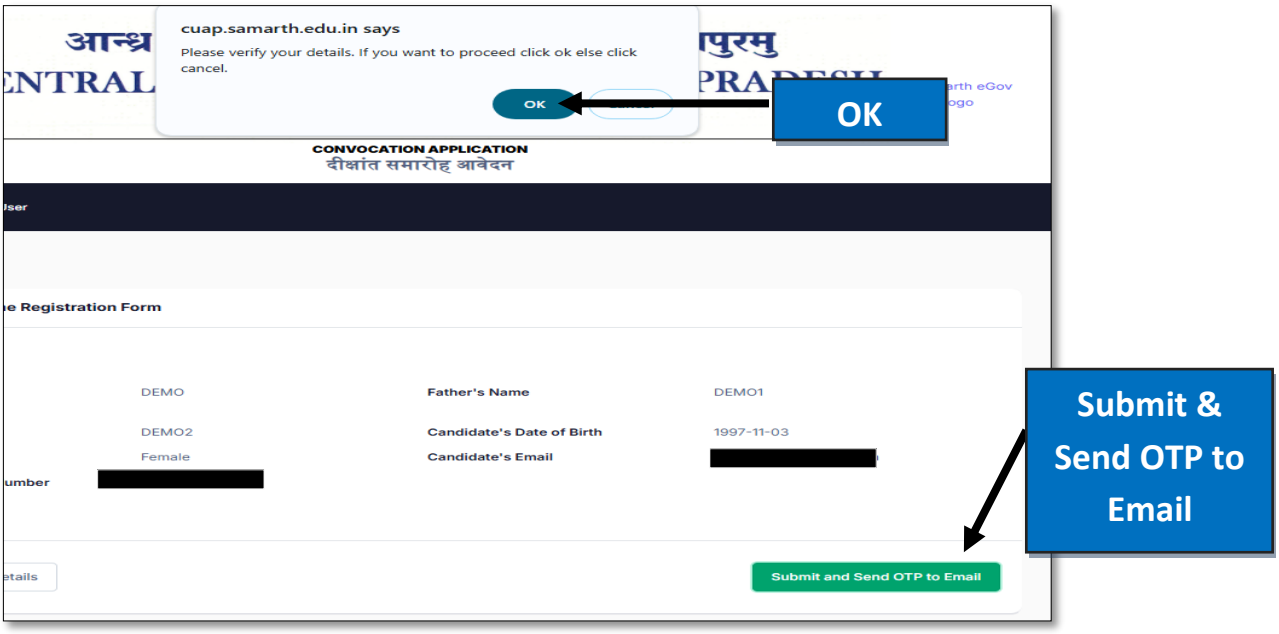
Step 1: Before Registration read all the general instructions carefully and click on '**Check Box'** & click on '**Click here to Proceed**'



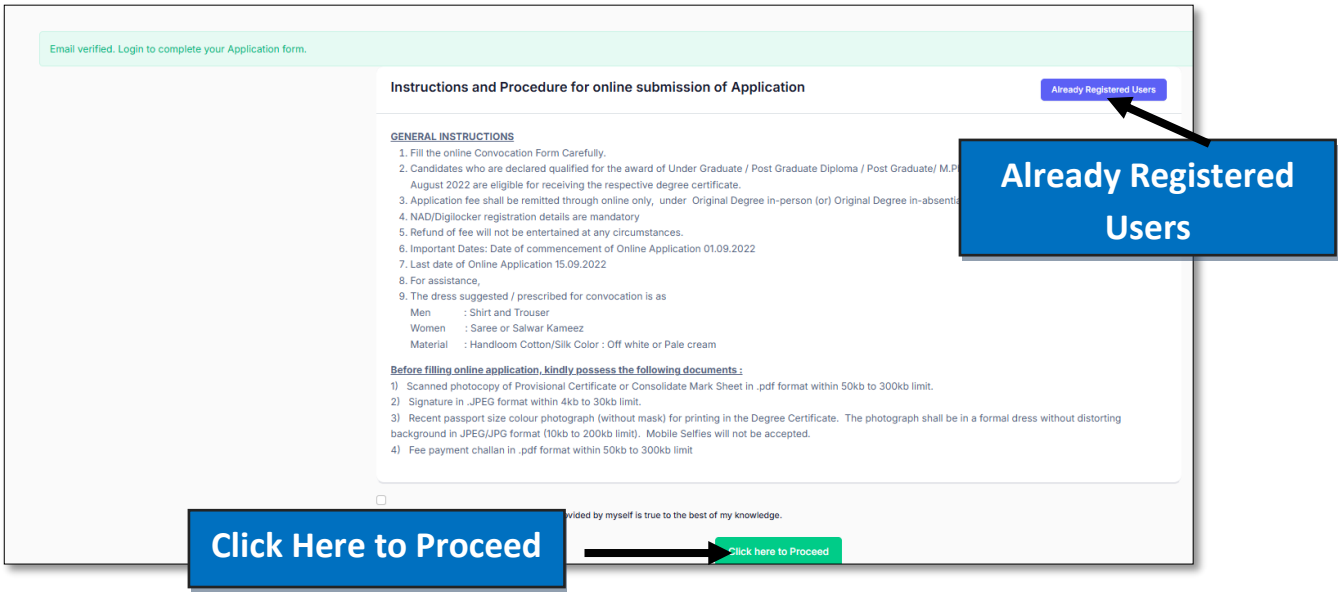
Step 2: A registration form will appear. Kindly fill in all the details and carefully check the spelling, as the same names will be printed on the Convocation Certificate. After completing the form, enter the **security pin** as shown and click on **'Submit'**.



Step 3: A review page will then open. Verify all the details and click on '**Submit & Send OTP to Email'.** Then a pop-up window will appear as shown below click on **OK** and enter the OTP sent to the Email.



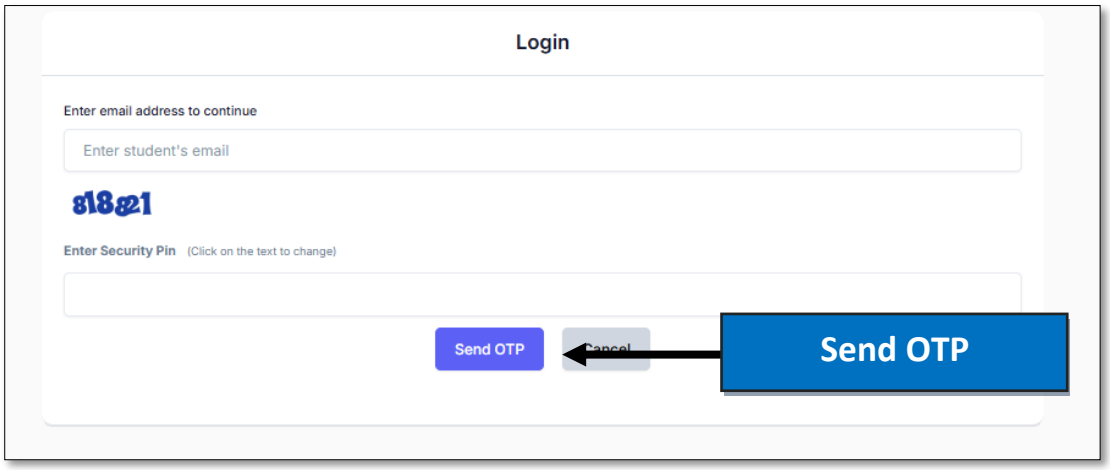
Step 4: After Verification is done. **Click on Already Registered User**.

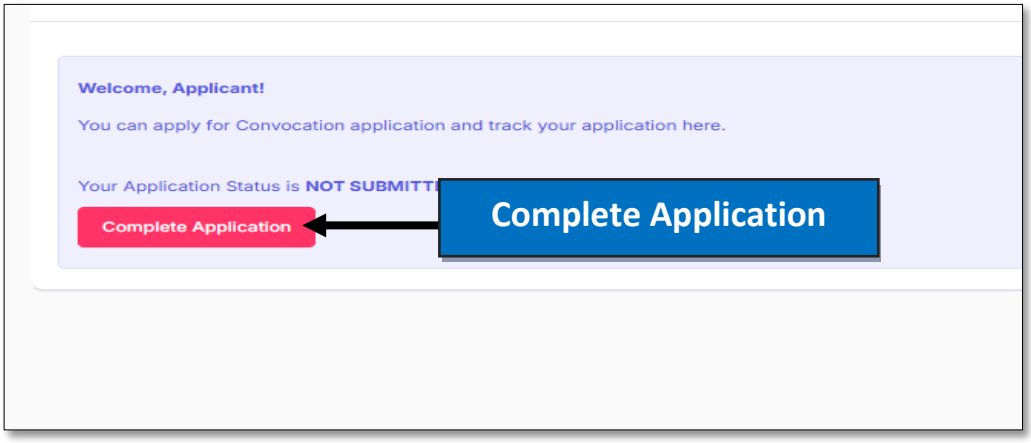


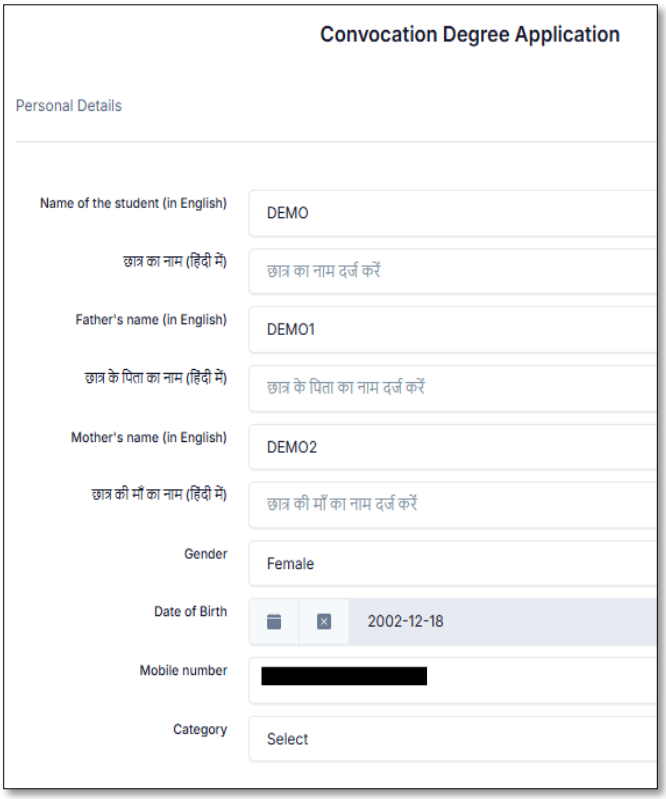
Step 5: Log in using your registered Email ID, click on 'Send OTP,' and enter the received OTP to verify it. Once verified, the Dashboard will open. On the Dashboard, click on the 'Complete Application' and fill in all the required details, including Personal Information, Programme Details, and Mailing Address. After entering all the details, preview them carefully and then proceed to the 'Preview & Upload' section.

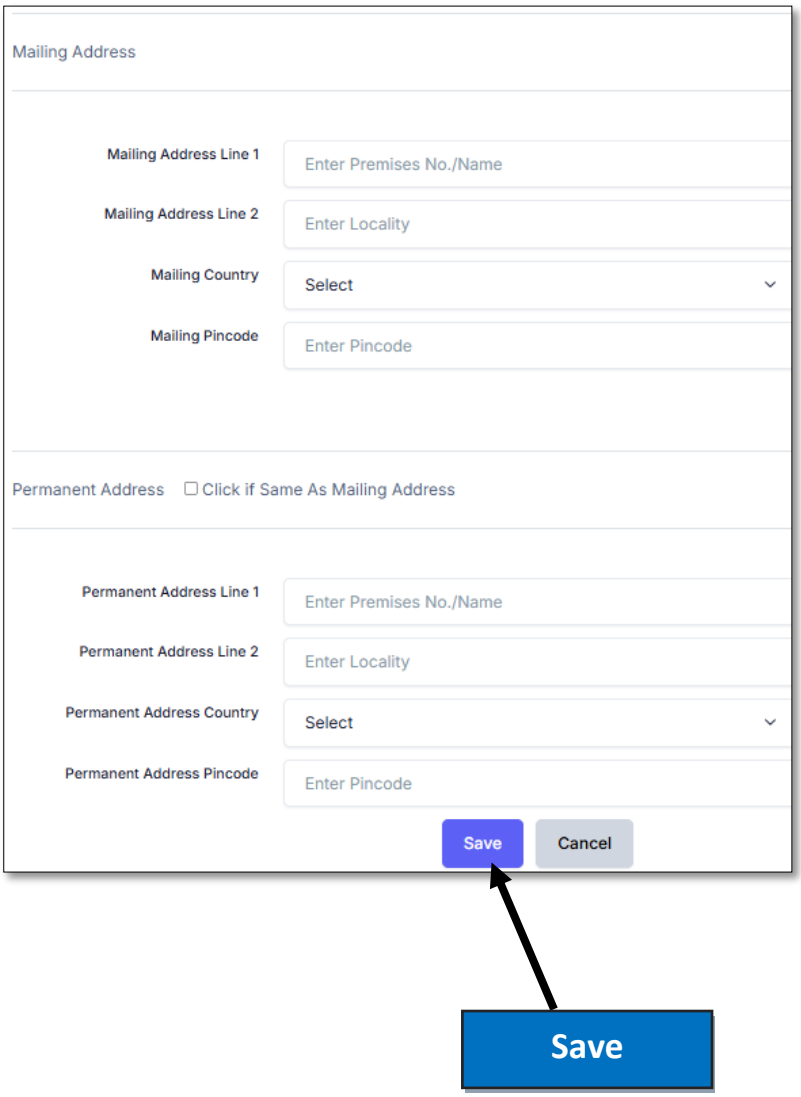
Note: Under the "Category" section, there are four types of charges for the issuance of certificates:

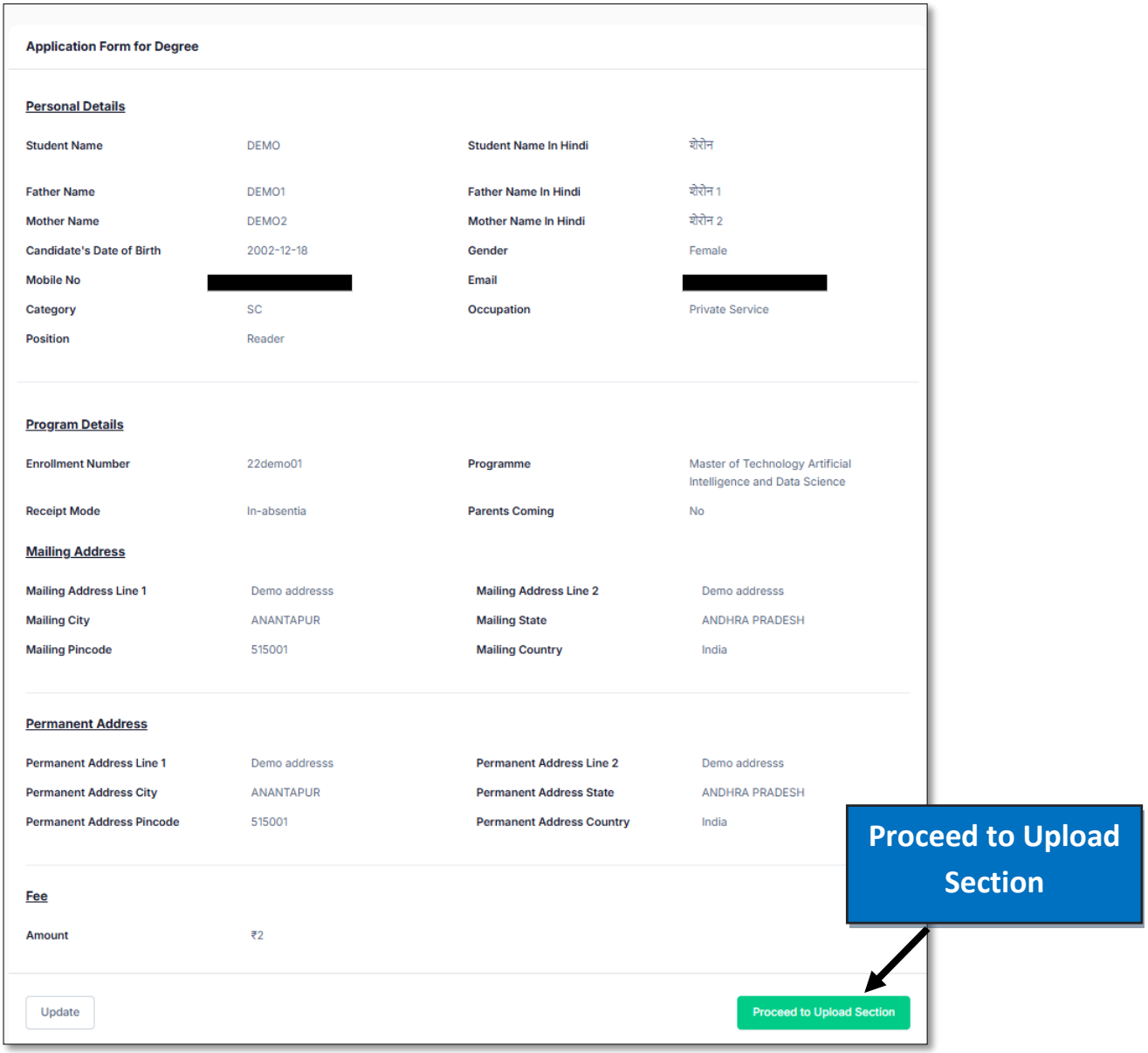
1. Original Degree Certificate at Convocation
2. Original Degree Certificate In-Absentia (including postal charges)
3. Late Fee for Original Degree after Convocation (applies per year of delay)
4. Postal Charges for the Dispatch of Certificates




Welcome, Applicant!
You can apply for Convocation application and track your application here.
Your Application Status is NOT SUBMITT
Complete Application
Complete Application


Convocation Degree Application
Personal Details
Name of the student (in English)
DEMO
छात्र का नाम (हिंदी में)
छात्र का नाम दर्ज करें
Father's name (in English)
DEMO1
छात्र के पिता का नाम (हिंदी में)
छात्र के पिता का नाम दर्ज करें
Mother's name (in English)
DEMO2
छात्र की माँ का नाम (हिंदी में)
छात्र की माँ का नाम दर्ज करें
Gender
Female
Date of Birth
2002-12-18
Mobile number
Category
Select


Mailing Address
Mailing Address Line 1
Enter Premises No./Name
Mailing Address Line 2
Enter Locality
Mailing Country
Select
Mailing Pincode
Enter Pincode
Permanent Address
Click if Same As Mailing Address
Permanent Address Line 1
Enter Premises No./Name
Permanent Address Line 2
Enter Locality
Permanent Address Country
Select
Permanent Address Pincode
Enter Pincode
Save
Cancel
Save



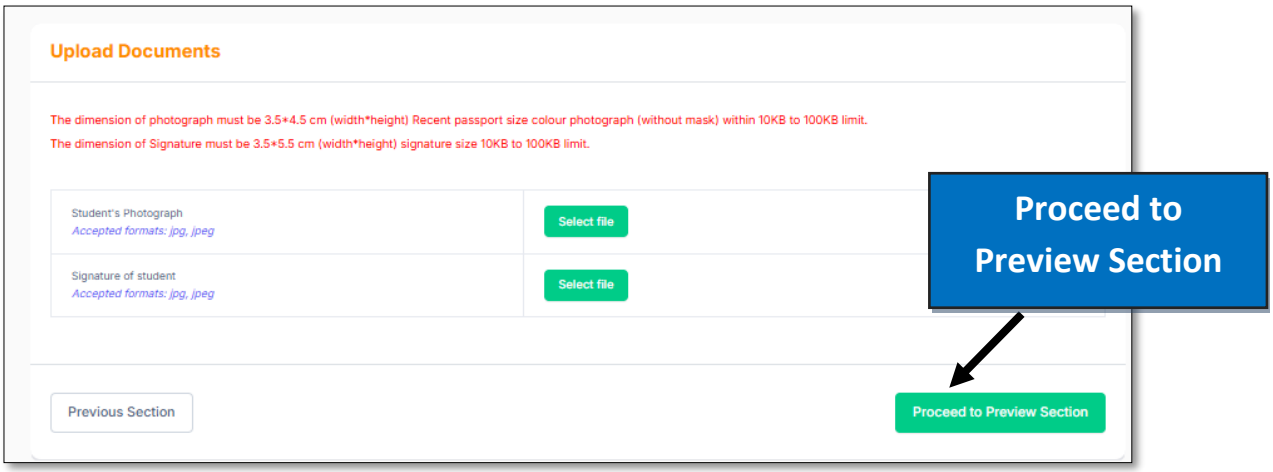
<u>Step 6</u>: Scanned Documents to Upload:

Photograph: Upload a recent passport-sized color photograph (without a mask) with dimensions of 3.5 x 4.5 cm (width x height) and a file size between 10 KB to 100 KB.

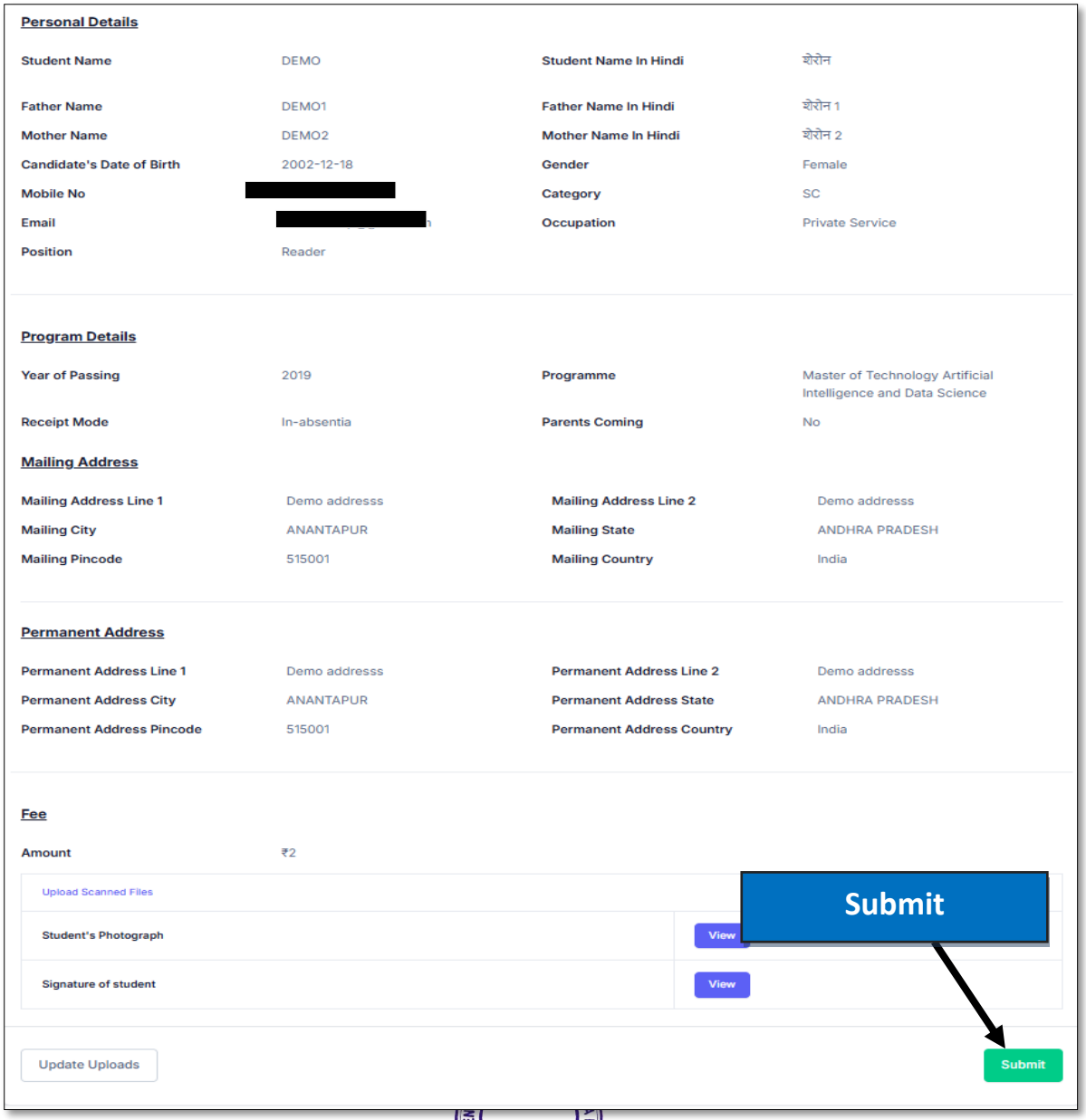
Signature: Upload a scanned image of your signature with dimensions of 3.5 x 5.5 cm (width x height) and a file size between 10 KB to 100 KB.

Provisional Degree Certificate (PDC): Upload your Provisional Degree Certificate as a PDF file with a maximum size of 5 MB. Ensure it is scanned in A4 size (210 x 297 mm) and that the document is clear, not blurry, and not cut off.

Once all the documents are uploaded, click on the **'Proceed to Preview section' .**

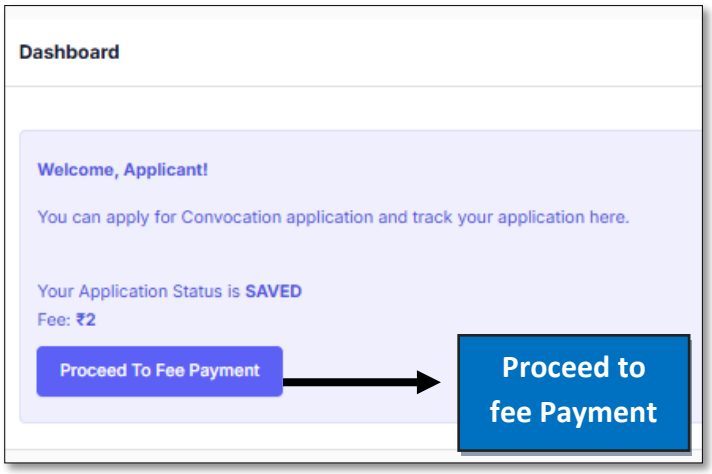


Step 7: Preview In the Preview section you can see all the information filled by you. After the preview, if everything is alright in preview, then **click on Submit**.



Step 8: Payment

After completing your profile only, you will be eligible to make the payment by clicking on **'Proceed to Fee Payment'.**



Step 9: Print

Applicants can take the printout of the same for future reference by clicking on **Print Form** option.

Thank you for completing the registration process for the Convocation.

CENTRAL UNIVERSITY OF ANDHRA PRADESH