



ఆంధ్రప్రదేశ్ కేంద్రీయ విశ్వవిద్యాలయం ఆంధ్రప్రదేశ్ కేంద్రీయ విశ్వవిద్యాలయం
CENTRAL UNIVERSITY OF ANDHRA PRADESH
(Established by an act of Parliament in 2019)

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'

आन्ध्र प्रदेश केंद्रीय विश्वविद्यालय, अनंतपुरमु
CENTRAL UNIVERSITY OF ANDHRA PRADESH 
ANANTAPURAMU, ANDHRA PRADESH

CONVOCATION APPLICATION
दीक्षांत समारोह आवेदन

Home Registered User

[Already Registered Users](#)

Instructions and Procedure for online submission of Application

GENERAL INSTRUCTIONS

1. Fill the online Convocation Form Carefully.
2. Candidates who are declared qualified for the award of Under Graduate / Post Graduate Diploma / Post Graduate/ M.Phil & Ph.D programmes on or before 31st August 2022 are eligible for receiving the respective degree certificate.
3. Application fee shall be remitted through online only, under Original Degree in-person (or) Original Degree in-absentia. Upload payment challan in .pdf format.
4. NAD/Digilocker registration details are mandatory
5. Refund of fee will not be entertained at any circumstances.
6. Important Dates: Date of commencement of Online Application 01.09.2022
7. Last date of Online Application 15.09.2022
8. For assistance,
9. The dress suggested / prescribed for convocation is as
Men : Shirt and Trouser
Women : Saree or Salwar Kameez
Material : Handloom Cotton/Silk Color : Off white or Pale cream

Before filling online application, kindly possess the following documents :

- 1) Scanned photocopy of Provisional Certificate or Consolidate Mark Sheet in .pdf format within 50kb to 300kb limit.
- 2) Signature in .JPEG format within 4kb to 30kb limit.
- 3) Recent passport size colour photograph (without mask) for printing in the Degree Certificate. The photograph shall be in a formal dress without distorting background in JPEG/JPG format (10kb to 200kb limit). Mobile Selfies will not be accepted.
- 4) Fee payment challan in .pdf format within 50kb to 300kb limit

I hereby confirm that all the information provided by myself is true to the best of my knowledge.

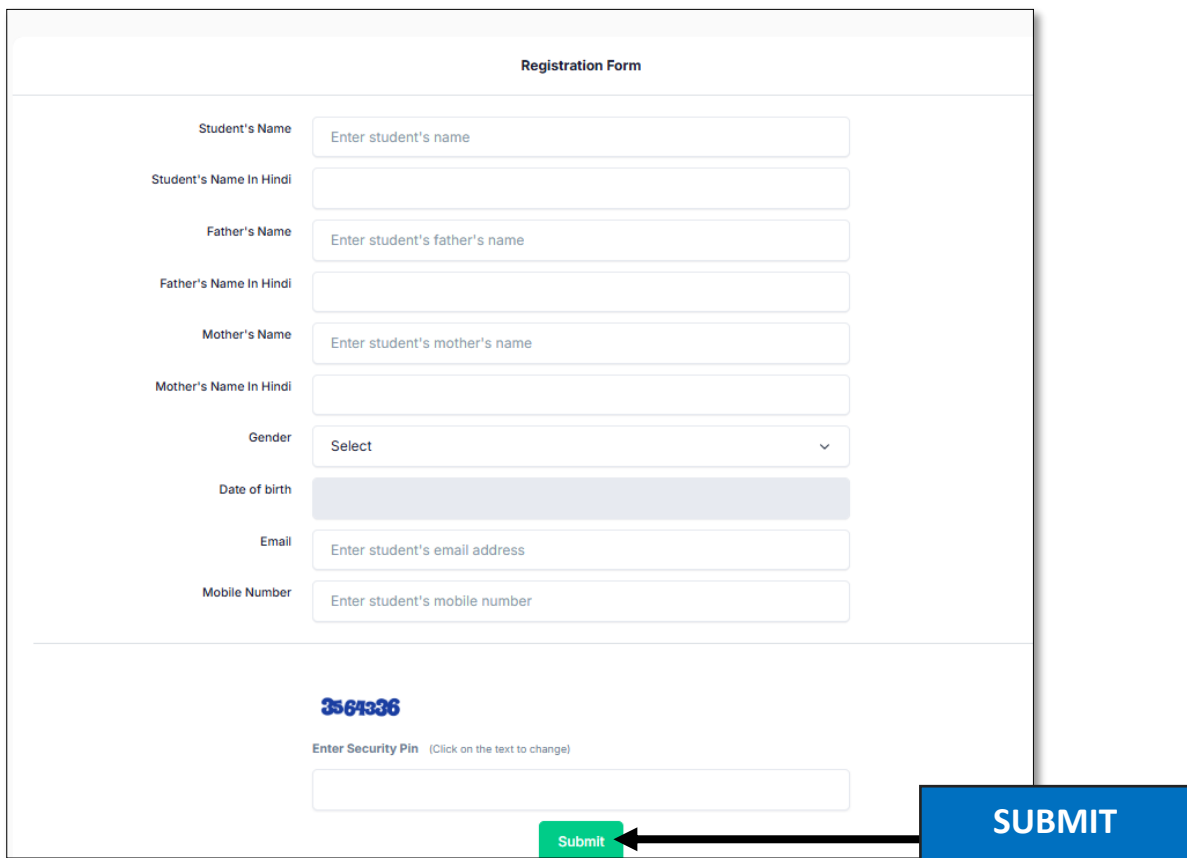
Click here to Proceed

→

Click here to Proceed

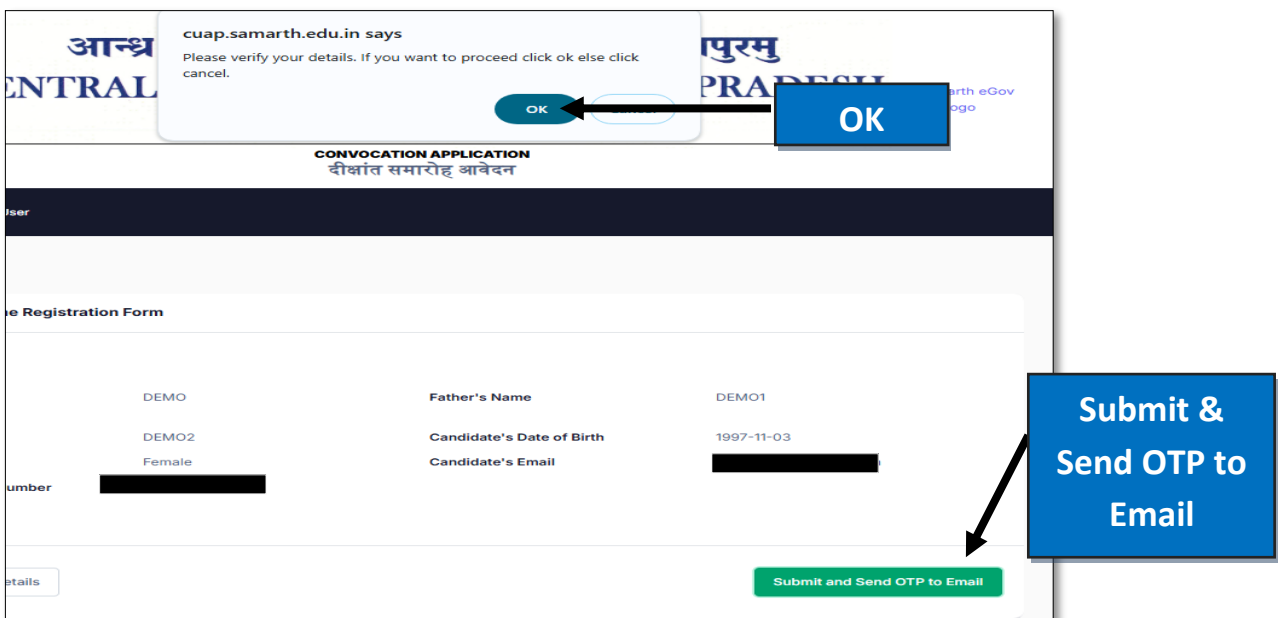


Step 2: A registration form will appear. Kindly fill in all the details and carefully check the spelling, as the same names will be printed on the Convocation Certificate. After completing the form, enter the **security pin** as shown and click on **‘Submit’**.



The screenshot shows a 'Registration Form' with the following fields: Student's Name, Student's Name In Hindi, Father's Name, Father's Name In Hindi, Mother's Name, Mother's Name In Hindi, Gender (dropdown menu), Date of birth, Email, and Mobile Number. Below the form, a security pin '3564336' is displayed. A 'Submit' button is located at the bottom right, with an arrow pointing to a smaller 'Submit' button on the form.

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.



The screenshot shows a 'CONVOCAATION APPLICATION' review page with the following details: Student's Name: DEMO, Student's Name In Hindi: DEMO2, Gender: Female, Father's Name: DEMO1, Candidate's Date of Birth: 1997-11-03, Candidate's Email: [Redacted], and Mobile Number: [Redacted]. A 'Submit and Send OTP to Email' button is at the bottom right. A pop-up window from 'cuap.samarth.edu.in' is shown above, with an 'OK' button and an arrow pointing to a larger 'OK' button.



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

Email verified. Login to complete your Application form.

Instructions and Procedure for online submission of Application

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7. Last date of Online Application 15.09.2022
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9. The dress suggested / prescribed for convocation is as
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- 2) Signature in .JPEG format within 4kb to 30kb limit.
- 3) Recent passport size colour photograph (without mask) for printing in the Degree Certificate. The photograph shall be in a formal dress without distorting background in JPEG/JPG format (10kb to 200kb limit). Mobile Selfies will not be accepted.
- 4) Fee payment challan in .pdf format within 50kb to 300kb limit

I hereby declare that the information provided by myself is true to the best of my knowledge.

Click Here to Proceed → **Click Here to Proceed**

Already Registered Users

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

Login

Enter email address to continue

Enter student's email

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Enter Security Pin (Click on the text to change)

Send OTP **Cancel**

Send OTP



Welcome, Applicant!

You can apply for Convocation application and track your application here.

Your Application Status is **NOT SUBMITTED**

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	[REDACTED]
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



Application Form for Degree			
Personal Details			
Student Name	DEMO	Student Name In Hindi	शेरोन
Father Name	DEMO1	Father Name In Hindi	शेरोन 1
Mother Name	DEMO2	Mother Name In Hindi	शेरोन 2
Candidate's Date of Birth	2002-12-18	Gender	Female
Mobile No	[REDACTED]	Email	[REDACTED]
Category	SC	Occupation	Private Service
Position	Reader		
Program Details			
Enrollment Number	22demo01	Programme	Master of Technology Artificial Intelligence and Data Science
Receipt Mode	In-absentia	Parents Coming	No
Mailing Address			
Mailing Address Line 1	Demo addresss	Mailing Address Line 2	Demo addresss
Mailing City	ANANTAPUR	Mailing State	ANDHRA PRADESH
Mailing Pincode	515001	Mailing Country	India
Permanent Address			
Permanent Address Line 1	Demo addresss	Permanent Address Line 2	Demo addresss
Permanent Address City	ANANTAPUR	Permanent Address State	ANDHRA PRADESH
Permanent Address Pincode	515001	Permanent Address Country	India
Fee			
Amount	₹2		
<input type="button" value="Update"/>		<input type="button" value="Proceed to Upload Section"/>	

Proceed to Upload Section

Step 6: 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’** .



Upload Documents

The dimension of photograph must be 3.5*4.5 cm (width*height) Recent passport size colour photograph (without mask) within 10KB to 100KB limit.
The dimension of Signature must be 3.5*5.5 cm (width*height) signature size 10KB to 100KB limit.

Student's Photograph <i>Accepted formats: jpg, jpeg</i>	Select file
Signature of student <i>Accepted formats: jpg, jpeg</i>	Select file

Previous Section

Proceed to Preview Section

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**.

Personal Details

Student Name	DEMO	Student Name In Hindi	शेरोन
Father Name	DEMO1	Father Name In Hindi	शेरोन 1
Mother Name	DEMO2	Mother Name In Hindi	शेरोन 2
Candidate's Date of Birth	2002-12-18	Gender	Female
Mobile No	[REDACTED]	Category	SC
Email	[REDACTED]	Occupation	Private Service
Position	Reader		

Program Details

Year of Passing	2019	Programme	Master of Technology Artificial Intelligence and Data Science
Receipt Mode	In-absentia	Parents Coming	No

Mailing Address

Mailing Address Line 1	Demo address	Mailing Address Line 2	Demo address
Mailing City	ANANTAPUR	Mailing State	ANDHRA PRADESH
Mailing Pincode	515001	Mailing Country	India

Permanent Address

Permanent Address Line 1	Demo address	Permanent Address Line 2	Demo address
Permanent Address City	ANANTAPUR	Permanent Address State	ANDHRA PRADESH
Permanent Address Pincode	515001	Permanent Address Country	India

Fee

Amount	₹2
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Upload Scanned Files

Student's Photograph	View
Signature of student	View

Update Uploads

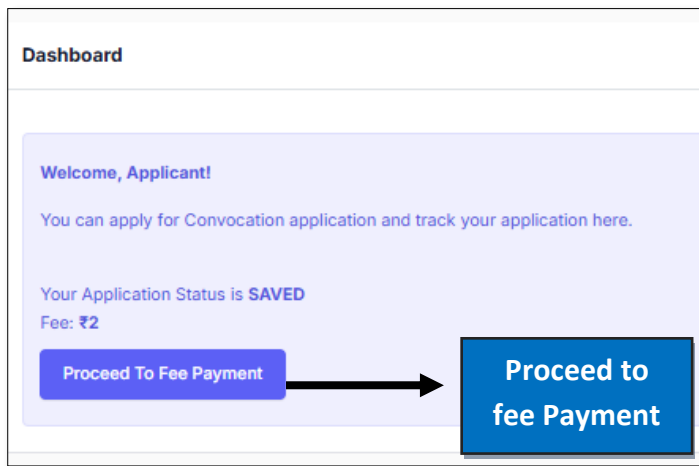
Submit

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

