



No.:CUAP/Convocation/1/2025

Date: 11 December 2024

NOTIFICATION FOR THE FIRST CONVOCATION

The First Convocation of the Central University of Andhra Pradesh will be held on its campus in Jantnaluru tentatively in January 2025. All Undergraduate and Postgraduate students whose examination results have been declared during the period from 01 June 2020 to 30 November 2024 by the Office of Controller of Examinations may apply online by login to Samarth Portal. All the details are available in the website: <https://cuap.ac.in/> .

The Process of Registration:

- Register through Samarth Portal with the following link:
<https://cuap.samarth.edu.in/convocation/index.php/convocation/convocation-user/registration-instruction>
- Read the instructions fully.
- Fill the details in the Registration Form carefully.
- Make the prescribed fee payment and submit.
- Students who have completed both UG and PG programmes in the University, should register separately for each the programme.

Documents to be Uploaded:

- Provisional Degree Certificate issued by the Central University of Andhra Pradesh
- Consolidated Grade Transcript
- Copy of Matriculation/SSC/CBSE/HSC Certificate
- Passport size photograph

The Registration Link will be live from 09 December (Monday) to 31 December 2024 (Tuesday).

Last date for Registration for Convocation is 31 December 2024 (Tuesday)

Fee to Be Remitted:

Convocation Registration Fee (In Person)	Rs. 700/-
Convocation Registration Fee (In Absentia) including Postal Charges	Rs. 1000/-
Convocation Registration with Late Fee	Rs. 1200/-
Convocation Registration Fee (In Absentia) with Late Fee including Postal Charges	Rs. 1500/-

Important Dates to Note:

Registration Starts on	09 December 2024 (Monday)
Last date of Registration	31 December 2024 (Tuesday)
Last Date of Registration (with Late Fee)	06 January 2025 (Monday)

Important Instructions:

- i. The student should read the instructions fully and must fill the details carefully.
- ii. Only a Postgraduate and Undergraduate student whose examination results have been declared during the period from 01 June 2020 to 30 November 2024 by the Office of Controller of Examinations can fill the Registration Form.
- iii. Before filling the Convocation Registration Form, student should keep the following documents ready and upload along with the Registration Form:
 - a. Scanned photocopy of the Provisional Certificate
 - b. Consolidated Grade Transcript (issued by CUAP) in *.pdf* format
 - c. Recent passport size colour photograph for affixing on the Degree Certificate. The photograph shall be in a formal dress without distorting background in JPEG/JPG format. Mobile Selfies will not be accepted.
 - d. The dimension of the recent photograph must be 3.5X4.5 cm (Width X Height) (without mask) and within 10KB to 100KB limit.
 - e. The dimension of Signature must be 3.5X5.5 cm (Width X Height) and within 10KB to 100KB limit
 - f. The student should upload his/her Provisional Degree Certificate as a PDF file with a size of up to 5 MB. Make sure it is scanned in A4 size (210 x 297 mm) and ensure the document is clearly and completely visible.
- iv. Registration Fee should be paid only through Samarth Portal link provided.
- v. The degree certificate of the student admitted to the convocation IN-ABSENTIA will be sent by speedpost to the address given by him/her. Students should fill the correct address in full and contact number in the specified columns.
- vi. The students should note down the Payment Transaction / Reference number for future reference.
- vii. The students should use the mobile number provided at Aadhaar card only so as to link it to the creation of DigiLocker account, which enables online access to the student's Academic Certificates.

- viii. No refund of fee will be considered under any circumstances.
- ix. Application in offline mode is not accepted.
- x. The student can attend the Convocation accompanied by one guest (two for the First Rankers), based on the availability of space.
- xi. Guest passes can be downloaded only by students receiving the Degree through Samarth Portal.
- xii. The student must follow all the notifications and guidelines issued on the University from time to time.
- xiii. Requests for changes in seating will not be considered at the Convocation Venue.

Dress Code to Observe:

The formal dress code for both men and women during Convocation is as mentioned below:

Dress for Men: Should come in White Shirt and White Trousers / White Kurta and White Pajama or White Dhoti

Dress for Women: White and White Salwar Kameez or Chudidar / White Saree and White Blouse

A **Stole** should be worn by everyone during the Convocation. Students can get the Stole from the University at the Convocation Venue by paying prescribed amount.

Wearing the prescribed Dress and Stole at the Convocation is mandatory.

Sd/-
Controller of Examinations