



Notice on Extension of Last Date for First Convocation Registration

In continuation of the University Notification dated 11 December 2024 regarding the conduct of the First Convocation of the Central University of Andhra Pradesh, it is hereby informed that the First Convocation will be held on its new campus tentatively in the month of December 2025/January 2026. All Undergraduate and Postgraduate students whose examination results have been declared in the months of June/July/August 2025 (2022 Batch of UG and 2023 Batch of PG Programmes) by the Office of Controller of Examinations may apply online by logging in to the Samarth Portal. All the details are available on the website: <https://cuap.ac.in/>

The Process of Registration:

- Register through the Samarth Portal using the following link: [Click here to register](#)
- 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

Revised Registration Dates:

- Registration Link will be live from 12th November 2025 (Wednesday).
- Last Date for Registration: 10th December 2025 (Wednesday)**
- Last Date for Registration with Late Fee: 17th December 2025 (Wednesday)**

Fee to Be Remitted:

Registration Fee (In Person)	Rs. 1000/-
Registration Fee (In Absentia) including Postal Charges	Rs. 1500/-
Registration with Late Fee	Rs. 1500/-
Registration Fee (In Absentia) with Late Fee including Postal Charges	Rs. 1800/-

Important Instructions:

- The student should read the instructions fully and must fill the details carefully.
- All Undergraduate and Postgraduate students can fill the registration form whose examination results have been declared in the month of June and August 2025 (2022 Batch of UG and 2023 Batch of PG Programmes) by the Office of Controller of Examinations.
- Before filling the Convocation Registration Form, student should keep the following documents ready and upload along with the Registration Form:
 - Scanned photocopy of the Provisional Certificate
 - 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 speed post 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 Male: White Kurta and Pyzama with Uttariya

Dress for Female: White Salwar-kammez/ White Saree with Golden boarder with Uttariya

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