

**FORM A**

The Assistant Registrar (Academics)  
Office of Academic Affairs  
Indian Institute of Science Education and Research Bhopal  
Bhopal Bypass Road, Bhauri, Bhopal 462 066

Subject: Application for receiving Degree - In person/In absentia at the Sixth Convocation to be held on May 16, 2018

Dear Madam,

With reference to letter No. IISERB/DOAA/2018/139 dated April 16, 2018 this is to inform you that:

I am eligible to receive my degree during Convocation 2018. I shall attend the Convocation Rehearsal on May 15, 2018 at 10:00 AM sharp and shall also be present at the Convocation Proceedings to be held on May 16, 2018 to receive my Degree in person.

I shall not be able to attend the Convocation 2018 and therefore request that I may be admitted to the Degree in absentia. I am remitting a fee of Rs. 500/- (online fee payment receipt attached herewith). I also request that my degree certificate be sent by registered post at the below-mentioned address.

(Tick (√) appropriate box)

Yours sincerely,

(Name and Signature  
of the student)

Dated: .....

Address for posting degree (in India):

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