

**STANDARD OPERATING PROCEDURE FOR ISSUE
OF PROVISIONAL DEGREE/ MIGRATION/ TRANSCRIPT
AND FINAL DEGREE CERTIFICATES**

Final degree certificates to pass out students are generally given during the convocation or sent to the addresses of students after convocation. Keeping in view the above, it has been decided that degree certificates will be issued during the convocation to all students **who are invited and willing to attend the convocation.**

For others, Degree Certificate may be collected in person **or** requested to be sent to his/her addresses as per the choice of the student.

Procedure:-

1. Please go to University Website - **mguindia.com**
2. Click on “Online Services”.
3. In the panel on the left side, please click on “**Request Documents**”.
4. Enter your enrolment number or Student ID and submit.
5. On the screen you will now see your details. Enter your contact number and Email ID and select the declaration.
6. In case the details need any correction then please select the declaration “My details are not correct” and contact the University to make the desired changes.
7. **If your details correct** then select the first declaration “I declare that my above details are correct”.
8. Select choice to collect in person or to be sent by post. Then select only the documents that you require. Finally, click on “**Pay**” to make payment.
9. Make the required payment and save the receipt of payment made.
10. Send the (1) payment receipt and (2) copy of final semester/ year Grade Sheet by e-Mail to [**convocation@mguindia.com**](mailto:convocation@mguindia.com)

11. All pass out students who do not receive invitation for convocation by 20th March 2023, are advised to follow the above procedure after 25th March 2023 till 20th April 2023. The Degree certificates will be issued/ sent to such students from 25th April 2023 to 25th May 2023. Any student who applied for degree certificate on or before 20th April 2023 and does not receive the same by 30th May 2023 should contact the University.
12. All communication related to certificates requested through this procedure, will be made through the E-Mail "convocation@mguindia.com". All communication should include the payment details and copy of final semester/year grade sheet.
13. Please inform all concerned students. List of students coming to collect the degree certificate should be sent to the Controller of Examinations at least **FOUR days in advance**.



Pro Vice Chancellor

Hon'ble Chancellor	For Information please.
Hon'ble Pro Chancellor	For Information please.
Hon'ble Vice Chancellor	For Information please.
Registrar	For Display on all notice boards and web site.
Controller of Examinations	For necessary action please.
All Faculties	Please inform all concerned students.
All Consultants	Please inform all concerned students.
Admission Cell	For Information please.