

# JAYPEE UNIVERSITY OF INFORMATION TECHNOLOGY

(Established by H.P. State Legislature vide Act No. 14 of 2002)

## DEGREE IN ADVANCE

Degree Scroll is prepared for students every year who have completed the award of Degree requirement as on 30 September of the Year and as per the Degree Scroll degrees are being printed and awarded to the eligible students irrespective to date of Convocation as per the need of the student.

Names of the students who have completed the award of Degree requirement after 30 September of the year are being considered for inclusion in the Degree Scroll of next year and subsequent award of degree to the eligible student.

However, in some exceptional cases, the award of degree prior to Degree Scroll of next year has been observed due to various reasons i.e. higher studies, to take up residence abroad or to join the services.

Considering the above requirements, the process of Degree in Advance is proposed for implementation due to reasons stated below with the approval of the competent authority:-

(A) To pursue higher study abroad,

OR

(B) To take up PR abroad,

OR

(C) Require the degree to join services

All such candidates have to follow the following step-wise procedure:-

**STEP 1** Fill the form available on the University Website of the University [www.juit.ac.in](http://www.juit.ac.in)

**STEP 2** Support the Form with following documents:

1	Good quality Photograph
2	Self attested copy of final year mark-sheet / result notification of PhD
3	Self attested copy of admission letter / other relevant document from Foreign organization as a proof of pursuing higher study abroad and requirement of original degree for the same.
4	Self attested copy of the appointment letter issued by any Government Officer / PSU
5	Self attested copy of Passport
6	Notarized Affidavit (on Non-Judicial Stamp Paper of Rs. 100/- to support the requirement of degree prior to Convocation duly attested by an 1 <sup>st</sup> Class Magistrate / SDM. Format of the draft of text for Affidavit can be downloaded from the University Website <a href="http://www.juit.ac.in">www.juit.ac.in</a>
7	A "Declaration" of candidate duly recommended and forwarded by the Head of the Department / Dean (A&R) (Prescribed format of declaration can be downloaded from the University Website <a href="http://www.juit.ac.in">www.juit.ac.in</a>
8	Receipt of Fee Rs. 5000/- deposited at Accounts Branch.

**Note:** All above supporting documents should be enclosed with the Application Form. Supporting documents should be legible and clear, blur documents will be considered as incomplete application.

**STEP 3** Deposit non refundable fee Rs. 5000/- at the Accounts Section of the University and obtain receipt of the same and enclose the same with the Application Form.

**STEP 4** Submit the Hard copy of duly filled Application Form along with supporting documents with original signature of the applicant and duly recommended and forwarded by the Head of Department / Dean (A&R) at the University Division of Jaypee University of Information Technology, Wagnaghat, Solan (Himachal Pradesh) – Pin – 173234

**STEP 5** The Printed Degree has to be collected by the candidate from the University Division by 45 days from the date of completion of all formalities by the candidate.

**Disclaimer:**

- I.** Application shall be solely responsible for correctness of the information filled up and veracity of all the supporting documents.
- II.** Issuance of Degree prior to Convocation shall be strictly based on the satisfactory compliance of the conditions prescribed.
- III.** Mere submission of application and documents does not entitle issuance of the degree in advance to the Applicants.

[Download the Application Form for Degree in Advance](#)

[Download Affidavit and Declaration Formats](#)

**(ONLY FOR THE STUDENT GOING TO PURSUE HIGHER STUDY ABROAD)**

**DECLARATION**

I, ..... (Full Name), S/o, D/o  
.....  
resident ..... of  
.....  
..... have  
successfully completed ..... (Course Name),  
Enrollment No. ....CGPA..... in ..... (year of Passing). I am  
going to ..... (Country Name) to  
pursue higher Studies in ..... (Course Name) at  
..... (University Name).

I, .....undertake that this is an extraordinary circumstances  
under which I essentially required my degree before Convocation, failing which I will not be able to  
pursue the higher studies abroad in the academic year ..... (Academic Session).

**(Student's Signature)**

**Student's Name (In Capital Letters)** .....

**Course Name** .....

**Enrollment No.** .....

I have gone through the relevant documents submitted by the applicant and have confirmed that the applicant is in need for the Degree of said course before the Convocation under Extraordinary circumstance as the applicant is leaving the country to pursue higher studies abroad. I recommend the case of this applicant for issue of degree before the Convocation.

**Recommended & forwarded**

**Date**

**Signature of Head of Department  
(along with stamp)**

**Signature of Dean (A&R)  
(along with stamp)**

**(ONLY FOR THE STUDENT GOING TO TAKE RESIDENCY ABROAD)**

**DECLARATION**

I, ..... (Full Name), S/o, D/o  
.....  
resident ..... of  
.....  
..... have  
successfully completed ..... (Course Name),  
Enrollment No. ....CGPA..... in ..... (year of Passing). I am  
going to ..... (Country Name) to  
take up residence abroad.

I, .....undertake that this is an extraordinary circumstance  
under which I essentially required my degree before Convocation, failing which I will not be able to take  
up residence abroad.

**(Student's Signature)**

**Student's Name (In Capital Letters) .....**

**Course Name .....**

**Enrollment No. ....**

I have gone through the relevant documents submitted by the applicant and have confirmed that the applicant is in need for the Degree of said course before the Convocation under Extraordinary circumstances as the applicant is leaving the country to take up residence abroad. I recommend the case of this applicant for issue of degree before the Convocation.

**Recommended & forwarded**

**Date**

**Signature of Head of Department  
(along with stamp)**

**Signature of Dean (A&R)  
(along with stamp)**

**(ONLY FOR THE STUDENT WHO REQUIRES DEGREE IN ADVANCE TO JOIN SERVICE)**

**DECLARATION**

I, ..... (Full Name), S/o, D/o  
.....,  
resident ..... of  
.....  
..... have  
successfully completed ..... (Course Name),  
Enrollment No. ....CGPA..... in ..... (year of Passing). I am  
going to join service ..... (Name  
of Organization). I, ..... undertake that this is an extraordinary  
circumstance under which I essentially required my degree before Convocation, failing which I will not  
be able to join in service in  
..... (Name of  
Organization).

**(Student's Signature)**

**Student's Name (In Capital Letters) .....**

**Course Name .....**

**Enrollment No. ....**

I have gone through the relevant documents submitted by the applicant and have confirmed that the applicant is in need for the Degree of said course before the Convocation under Extraordinary circumstances. I recommend the case of this applicant for issue of degree before the Convocation.

**Recommended & forwarded**

**Date**

**Signature of Head of Department  
(along with stamp)**

**Signature of Dean (A&R)  
(along with stamp)**

**(ONLY FOR STUDENT GOING TO PURSUE HIGHER STUDY ABROAD)**

**Affidavit for obtaining Degree in advance of Convocation  
(on a Non-Judicial Stamp Paper of Rs. 100/-)**

I, .....(Full name of Declarant), son/daughter of  
.....,

Address:.....  
.....

have successfully completed the course .....

(Course Name), Enrollment No. ....CGPA..... in the .....

(year of Passing) hereby swear and affirm that I am applying for obtaining Degree prior to Convocation

of the Jaypee University of Information Technology, Wahnaghat, Solan (Himachal Pradesh), strictly for

the purpose of pursuing higher studies abroad at

..... (Name of the Institute and

Country). All documents produced in support of the same are genuine to the best of my knowledge.

I, hereby, solemnly affirm that the foregoing are true and correct statements. Solemnly affirmed at

..... on this ..... day of ....., 20.....

**Signature of Declarant**

**(Notary / Oat Commissioner)**

**(ONLY FOR STUDENT GOING TO TAKE RESIDENCY ABROAD)**

**Affidavit for obtaining Degree in advance of Convocation  
(on a Non-Judicial Stamp Paper of Rs. 100/-)**

I, .....(Full name of Declarant), son/daughter of  
.....,

Address:.....  
.....

have successfully completed the course .....

(Course Name), Enrollment No. ....CGPA..... in the .....

(year of Passing) hereby swear and affirm that I am applying for obtaining Degree prior to Convocation

of the Jaypee University of Information Technology, Wagnaghat, Solan (Himachal Pradesh), strictly for

the purpose to take residence abroad at

..... (Name of the Country). All

documents produced in support of the same are genuine to the best of my knowledge.

I, hereby, solemnly affirm that the foregoing are true and correct statements. Solemnly affirmed at

..... on this ..... day of ....., 20.....

**Signature of Declarant**

**(Notary / Oat Commissioner)**

**(ONLY FOR STUDENT WHO REQUIRES THE DEGREE IN ADVANCE TO JOIN SERVICES)**

**Affidavit for obtaining Degree in advance of Convocation  
(on a Non-Judicial Stamp Paper of Rs. 100/-)**

I, .....(Full name of Declarant), son/daughter of  
.....,

Address:.....  
.....

have successfully completed the course .....  
(Course Name), Enrollment No. ....CGPA..... in the .....  
(year of Passing) hereby swear and affirm that I am applying for obtaining Degree prior to Convocation  
of the Jaypee University of Information Technology, Wagnaghat, Solan (Himachal Pradesh), strictly for  
the purpose to join services ..... (Name  
of Organisation). All documents produced in support of the same are genuine to the best of my  
knowledge.

I, hereby, solemnly affirm that the foregoing are true and correct statements. Solemnly affirmed at  
..... on this ..... day of ....., 20.....

**Signature of Declarant**

**(Notary / Oat Commissioner)**



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## APPLICATION FORM TO OBTAIN DEGREE IN ADVANCE

1.	Purpose for issue of Degree in Advance	:	
2.	Enrolment No.	:	
3.	Program	:	
4.	Branch /Specialization	:	
5.	Minor specialization, if any	:	
6.	Proficiency, if any	:	
7.	Title of the Thesis (in case of PhD scholars only)	:	
8.	Name	:	
9.	Father's Name	:	
10.	Mother's Name	:	
11.	E-mail ID	:	
12.	Mobile No.	:	
13.	Degree to be collected in person / authorized representative (Yes / No) (In case of authorized representative, please enclose authority letter)	:	

14.	Degree to be sent through Post (Yes / No), If yes, please provide complete Postal Address (P.O., District & PIN to be provided compulsorily)	:	
15.	Enclosures Attached	:	
16.	Supporting documents to claim the Degree in advance (as the case may be)	:	
17.	Photocopy of VISA / Passport	:	
18.	Admission offer letter / joining letter / or any other relevant document from the University / Employer	:	
19.	Relevant Self Declaration Form	:	
20.	Relevant Affidavit duly notarized	:	
21.	Proof of Fee payment (Transaction ID )	:	

Date:

Signature of the Applicant

Application found complete in all respect (in case of any deficiency in the documents, specify)

Verification by the Dealing Hand

Recommendation by Registrar

Recommendation by Dean (Research & Academics)

*Approved / Not Approved*

Approval by the Vice Chancellor