Online application for issuance of Degree and transcript of Rabindranath Tagore University, M.P. (Revised Link)

Dear Sir/Madam,

As you know the university started the online link for the issuance of degree and transcripts, but due to some technical problem on it, the old link is not working properly, after this we have made some changes on the website.

Now the University has introduced a new online link for "Issuance of Degree/ Transcript + W.E.S" of Rabindranath Tagore University, M.P. The link <u>https://rntu.ac.in/onlineforms</u> is available on Rabindranath Tagore university website <u>www.rntu.ac.in</u> Through this the link students can apply for the Degree/Transcript with W.E.S requisition/application directly and pay the fees through any online mode. There is no need to submit the hard copy of the filled form and the documents at the University.

Please note that Instead of sending a hard copy of the documents; please try to apply online through the website (Physically sent applications will not be accepted).

Read the instructions before filling the Degree/ Transcript form.

For any Technical & Administrative queries Email on: webhelp@rntu.ac.in

Regards Dr. Vijay Singh Registrar Rabindranath Tagore University, Bhopal

Enclosed: RNTU Degree Form Process Flow

- 1. The First step is to open the URL https://rntu.ac.in/onlineforms
- 2. Open Degree Form Link / Button
- 3. Read Instruction and Click on "Apply Online"

Instructions : - Final Degree Certificate Requisition Form

Guidelines to candidates

 Candidates are eligible to apply or receive their Degree Certificate whose University Qualifying Examination results have been or will be declared as passed. Submit online request for the same at www.rntu.ac.in
 Process of Application: Application for Issue Degree / Convocation Certificate

- (a) All relevant information will appear on the screen (Pre filled Application Form). Candidate needs to fill only 'blank fields' in the form and need to upload following documents:
- (b) Scanned copy of all semester mark sheets of qualifying examination / passing certificate.

 On successful submission of online application form an acknowledgement receipt is generated and will be displayed on the screen. Candidates are requested to take a printout of the same for future reference.
 Application fee:Candidates desirous to receive the degree 'In Person' should pay Rs.1000/- (one thousand only) and the fee for all other application is being displayed.

5. Payment Procedure:

- (a) Candidate has to pay applicable applications fees through Online Payment Portal, which will be available on acknowledgement receipt generated after successful submission of online form.
- (b) On successful submission of online payment an acknowledgement receipt is generated and will be displayed on the screen. Candidates are requested to take a printout of the same for future reference.
- (c) After 2 -3 working days from submission of Online Application and Online Payment of Degree/Convocation Fees, the Completed Application Form will be available in candidate's visit application status section for printing and future use.
- (d) In Case the Document is incomplete by the Applicant within three month from date of depositing the fees, it will be cancelled and the candidate will have to apply a fresh one in case he / she need the same.
- (e) Please note that, submission of online application form without fees OR Payment of application fee without online application form will be considered as incomplete application Procedure and in such cases claim to participate in applications will be rejected without any intimation/clarification

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1. Fill the Form (Degree or Transcript) and Click on Submit Button.

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3. Get Payment Page Click on submit and Go for Paytm Payment Gateway select payment option and continue.

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4. Get your Payment Receipt

Receipt

Rabindranath Tagore University.

+91 0755-2700400, 0755-2700433, 0755-2700447 **** info@rntu.ac.in Bhopal **1**

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2. Get Payment Page Click on submit and Go for Paytm Payment Gateway select payment option and continue.

3. Get your Payment Receipt



4. Print Application Form

Receipt

Rabindranath Tagore University.

+91 0755-2700400, 0755-2700433, 0755-2700447 info@rntu.ac.in Bhopal *ব*

Application Id : - Degraug10109

Personal Details		Course Details			
Name	Final test / फाइनल टेस्ट	Apply Date	2/22/2021 12:00:00 AM		
Mobile No.	1234567890	Apply For	Degree		
Father Name	Test parents	PassOut Year	2018-08-22		
Mother Name	testing	Roll No	aug1010		
Email Id	test@gmail.com	Enrollment No	mba1010		
Student Locality	INDIAN	Course	Bachelor of Business Administration		
Address	Near Bangrasiya chouraha bhopal	Branch	Management		
Pin Code	111111	Application Fee	1000		
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