

Dated :

To
The Registrar
Golden Jubilee Building
The University of Burdwan
P.O.-Rajbati, Dist.-Purba Bardhaman
West Bengal-713 104

Sub : Registration for attending the ensuing University Convocation on 09.12.2026

Sir/Madam,

I beg to inform you that I am a recipient of Doctoral Degree and intend to attend the above Convocation to be held on December 09, 2026.

My name may please be included in the list of intending candidates for attending the Convocation.

Particulars are given below :

1. Name (in block letters) :
2. Name in Bengali version :
3. Ph.D./D.Sc./D.Litt. degree awarded : Arts/Science/()
(Subject)
4. Date of award :
5. Present mailing address for communication :
6. Mobile No. :
7. E-mail Id :
8. Photocopy of the Provisional Certificate (Ph.D./D.Sc./D.Litt.) :
9. Recent Passport Photo (two copies) are enclosed :
10. A self-addressed envelop (11"×5"), if required :

Yours faithfully,

(Full signature of the applicant)