

OFFICE OF CONTROLLER OF EXAMINATIONS**May 31, 2023****CIRCULAR**

The graduating batch students are hereby informed that they can apply for Provisional Degree Certificate (PDC). Students need to fill the PDC application form and make the fee payment through PESU Academy portal only. The completed application form needs to be submitted to their respective department coordinator.

Kendrapa 31/5/2023
Controller of Examinations
Controller of Examinations
PES University
100 Feet Ring Road, BSK III Stage
Bangalore-560 085

Steps for fee payment:

1. Login to PESU Academy portal using your login credentials.
2. Navigate to online payments -> Miscellaneous fee payment tab.
3. Select Exam certificate category.
4. Select PDC in person as sub-category, if you are collecting the PDC from the department in person.
5. Select PDC by post as sub-category, if you want, the department to send it by speed post
6. Agree for the terms & complete the fee payment.

APPLICATION FOR PROVISIONAL DEGREE CERTIFICATE

Name of the Candidate : _____

S R N : _____

Program of Study : _____

Course & Branch : _____

Permanent Address : _____

(Mailing Address) : _____

Contact No. : _____

Amount : Rs. _____ Ref. No. : _____ Date : _____

DETAILS OF EXAMINATIONS PASSED						
Semester	Month & Year of Passing	First Attempt SGPA		Semester	Month & Year of Passing	First Attempt SGPA
Overall CGPA				Class Obtained		

Signature of the Candidate

Signature of the Chairperson

Note:

- Fee **Rs.500/-** if the candidate wants to collect in person. Please pay an additional **Rs.100/-** for receiving it by post/courier.
- **Payment Process:** -
Login to **www.pesuacademy.com** → **online payments** → **Miscellaneous Fees** → **Category: Exam Certificates** → **Select Sub-Category** → Enter the relevant information, select the term & condition → payment & submit.
- Attach fees paid receipt/acknowledgement along with this filled application.
- The completed application form need to be submitted to the department coordinator.
- Expected Timeline: **One working day** (in person collection)/**Five working days** (by post).