

**NOTICE FOR STUDENTS WHO HAVE APPLIED FOR THEIR
CONVOCATION CERTIFICATES
CERTIFICATE IN ABSENTIA:**

If a student is unable to appear in person to collect their convocation certificate from the institution and wishes to nominate someone to collect it on their behalf, they must send an email to the Administrative Office (admin@sju.edu.in). The email should include a scanned copy of any valid Government of India–issued ID proof of the student. The student must also clearly mention the full name of the nominated person and attach a copy of the nominee’s valid Government of India–issued ID proof. This authorization will help the office verify the nominee’s identity and ensure the safe and proper handover of the certificate.