

# **Nepal Open University**

## **User Manual: First Convocation Registration**

### 1. Convocation Eligibility Check

- i. Visit: <a href="https://sis.nou.edu.np/convocation/">https://sis.nou.edu.np/convocation/</a>
- ii. Enter your NOU Registration Number and University Roll Number.
- iii. Click on Check for Eligibility

#### Notes:

- If you are in Grace List, and your NOU Registration Number and University Roll Number match, you can proceed to the next step.
- If the credentials do not match, please recheck and try again.

### 2. Convocation Registration Form

#### 2.1. Personal Information

- i. Verify your personal information.
- ii. If any changes are needed, click Edit and update the information.
- iii. Upload a clear image of your Citizenship Certificate or National ID.

#### 2.2. Payment Details

- i. The following fees will be displayed:
  - a) Convocation & Certificate Fee
  - b) Gown Fee
  - c) Guardian Fee per person
- ii. Enter the number of guardians attending (Up
- Your total payable amount will be shown in Grand Total.
- iv. Make the payment to the account details provided below.
- v. Upload the payment voucher.

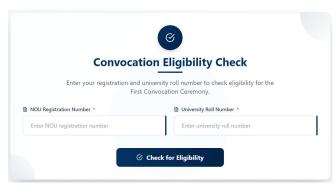
#### 2.3. Last Examination Roll Number Verification

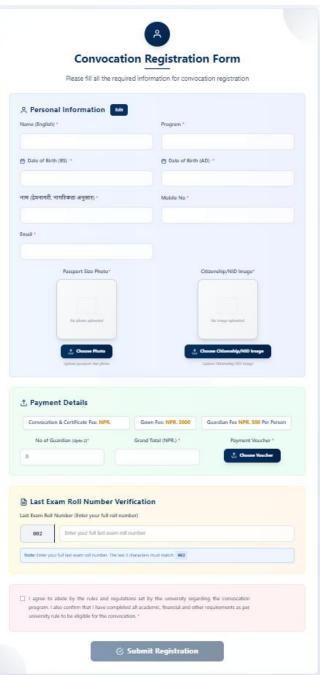
- i. Enter your last exam roll number.
- ii. The last three characters must match to the per-displayed code.
- 2.4. *Tick* the checkbox to agree to the terms and conditions of convocation registration.

### 2.5. Click Submit Registration.

#### 3. Check Email For Convocation Details

- i. Once registered, detailed information regarding the convocation ceremony will be sent to your registered email address.
- ii. Please check your inbox (and spam) regularly.





### 4. Other Information

i. Total Payable Amount

Grand Total = Convocation & Certificate Fee + Gown Fee + [Guardian Fee \* No. of Guardian]

ii. Convocation & Certification Fee:

Diploma Level	NPR. 3000
Bachelor Level	NPR. 3000
Master Level	NPR. 3500
MPhil Level	NPR. 4000
Ph.D Level	NPR. 4500

iii. Gown Fee: NPR. 3000

iv. Guardian Fee per Person: NPR. 500/ Person

v. Account Detail

Bank Name: Siddhartha Bank

Branch: Kumaripati

Account Name: NOU CONVOCATION Account Number: 55509767510

vi. Convocation Notice: Visit <a href="https://nou.edu.np/convocation/">https://nou.edu.np/convocation/</a>