



Nepal Open University

User Manual: First Convocation Registration

1. Convocation Eligibility Check

- Visit: <https://sis.nou.edu.np/convocation/>
- Enter your NOU Registration Number and University Roll Number.
- 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

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

2.2. Payment Details

- The following fees will be displayed:
 - Convocation & Certificate Fee
 - Gown Fee
 - Guardian Fee per person
- Enter the number of guardians attending (Up to 2).
- Your total payable amount will be shown in Grand Total.
- Make the payment to the account details provided below.
- Upload the payment voucher.

2.3. Last Examination Roll Number Verification

- Enter your last exam roll number.
- 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

- Once registered, detailed information regarding the convocation ceremony will be sent to your registered email address.
- 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 <https://nou.edu.np/convocation/>