# GUJARAT TECHNOLOGICAL UNIVERSITY

No. GTU/Convocation/ Jan2015/7971 **Date:** 19-11-2014

**Subject:** Regarding Photo change for the 4th Annual Convocation Certificate

## Circular

The University has activated online convocation application for receiving application from the students who are declared qualified to receive their Degree/Diploma in its 4th Convocation scheduled on 22-01-2015 (Thursday).

Students who want to change their photographs available with the University or shows "No Image Available" in their application form can change or upload their photograph by login through their login credentials on the University website under convocation link. After that your respective Institute will approve your uploaded photograph than only GTU will approve and upload your updated photograph. The same photo will use for certificate printing, student cannot see updated photo on convocation form. Only institute can see and approve the same.

Students are requested to upload their latest passport size colour photo in JPG format with file name as their Enrollment Number only having maximum 100KB (1MB) in size latest by 29-11-2014.

Those who fail to upload their revised photo within stipulated time period the University will print their Degree/Diploma Certificate with the photo available with the University and it cannot be changed later on after printing Degree/Diploma Certificate.

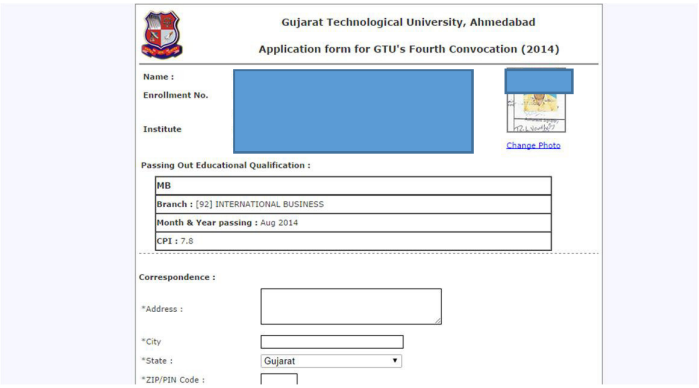
Sd/-

I/c Registrar

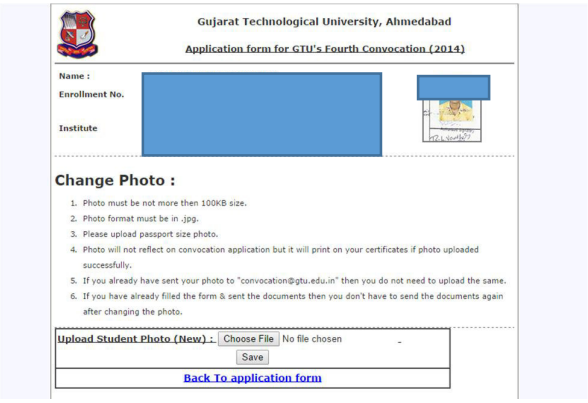
CC To:
1) PA/PS to Hon'ble VC
2) PA to Registrar
3) All section heads of the University
4) All the Institutes affiliated with the University for information and necessary action

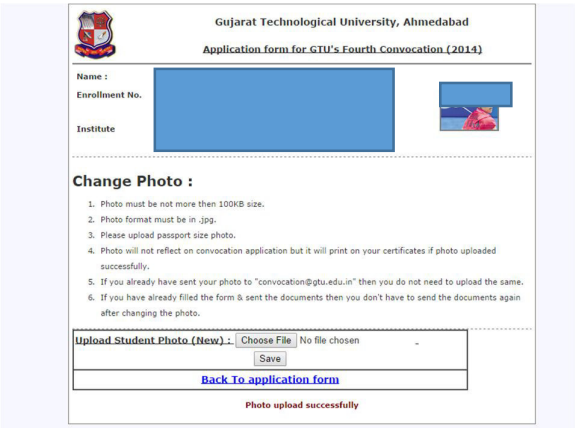
## Step to change photo:

1. Login/register to your convocation page.




2. Click on "Change Photo" link under Student photo.




3. Click on "Choose file" button and select the photo which you want to upload. Then click on "Save" button, a message will appear "Photo uploaded successfully".