



Basic Steps for Payment using SB Collect to Register for 9th Convocation of SPAV

1. Go to the SBI Collect Link from SPAV website available at 'FEE Structure' webpage within SPAV website. It will lead you to <https://www.onlinesbi.sbi/sbicollect/icollecthome.htm> for Payment
2. Select the **"Educational Institutions"** option from given icons.
3. Search for **'School of Planning and Architecture, Vijayawada'** and select your institution.
4. In **'Payment Category'** apply dropdown and select **"Student – Exam, Marklist, Convocation Fee etc."** (second last from bottom).
5. Enter all the details required upto the field of 'Email ID'.
6. Scroll down further in same page and enter only against the field **'Convocation Fee'** the text as amount - **"2000"** then scroll down further, at the bottom, put your Name, DoB, Mobile number and Mail ID and click on Agree for terms and conditions.
7. Thereafter enter captcha and move to payment gateway to complete payment using any of the payment options on screen.
8. **After completion of payment, immediately print the page as PDF so that the transaction number is recorded in the PDF with all other details.**