

**UNIVERSITY OF KERALA**  
**APPLICATION FORM (FOR GENERAL & EXAMINATION PURPOSES)**

**G. E. P**  
**Rs. 25/- (Twenty Five)**

<p><i>Details of Fee remittance (Add Rs.15/- as service charge if payment is made through Demand Draft and Rs. 25/- if the application form is downloaded from the website)</i></p> <p>Pay-in-slip/e-payment receipt / DD No .....</p> <p>dt.....Amount Rs.....</p> <p>(Rs.....only)</p> <p>remitted at University Cash counter / online / Bank.....</p> <p>.....</p>	<p><b>For office use only</b></p>
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1. Name of Applicant (In block letters) : .....
2. Date of Birth : ..... Male / Female/Transgender
3. Address (In block letters) : .....
- .....
- .....Pin.....
- Ph.No./Mob.No. ....
4. E-mail : .....
5. RANK or POSITION CERTIFICATE / OFFICIAL TRANSCRIPT / TRANSCRIPT OF MARKS or GRADE / ATTESTATION OF MARK LIST / ATTESTATION OF SYLLABUS / ATTESTATION OF DEGREE CERTIFICATE / DETAILED MARK LIST / CONFIDENTIAL MARK LIST / ADDITIONAL MARK LIST / CONSOLIDATED MARK LIST / CANCELLATION OF EXAMINATION / CANCELLATION OF PRIVATE REGISTRATION / CANCELLATION OF COURSE REGISTRATION / NAME CHANGE / NAME CORRECTION / EXPANSION OF INITIALS / DUPLICATE / TRIPPLICATE DEGREE CERTIFICATE / DUPLICATE HALL TICKET / DUPLICATE PRIVATE REGISTRATION MEMO / DUPLICATE REVALUATION MEMO / CERTIFICATE ON MEDIUM OF INSTRUCTION / DURATION OF COURSE / DETAILS OF COURSE / PERCENTAGE CERTIFICATE / SCRUTINY OF ANSWER BOOKS / PHOTOSTAT COPY OF ANSWER BOOK / SPECIAL CERTIFICATE / DUPLICATE PRE-DEGREE PASS CERTIFICATE etc.

Purpose (write specifically the requirement as mentioned in No.5 above.)	
Name of the Course	
Subject / Branch / Group	
Annual Scheme / Semester / CSS/ Regular / Pvt. study / SDE	
Examination Centre / College	
Reg. No. / Candidate Code Month & Year of Passing	
Additional Details, if any	

**DECLARATION**

I do hereby declare that the above particulars are true and correct to the best of my knowledge and belief.

Place :

Date :

Name and Signature of the Candidate

**Fee rates (inclusive of 5% hike in service charge)**

Encl. required	Requirement	Purpose	Fee (Rs.)	Remarks
1,4	Confidential marklist	Higher Studies	First Copy 105	
		-do-	Each Additional Copy 55	
		Employment	Each Copy 210	
1,12	Additional Consolidated Marklist		***	+search fee (if applicable) **
1,2,3	Additional Marklist	All courses	Each 55	+search fee (if applicable) **
1,2,3	Detailed Marklist		Per part / Semester / Year 55	Per Part+Search fee (if applicable)**
1,3,12	Rank Certificate / Position Certificate (First Rank fee exempted)		105	
1,3,8,12	Official Transcript		265	
1,2,3,8	Pre-Degree Marklist		1000	
	Attestation of Pre-Degree Mark List		630	
	Attestation of Pre-Degree Pass Certificate		1155	
1,3,12	Attestation of Marklist		315	Per Copy
1,3,12	Attestation of Degree / Diploma / Certificate		1050	Per Copy
	Attestation of Syllabus		1050	Per Copy
1,3,8,12,14	Exam.transcript (Proforma / Questionnaire) or Transcript of Marks / Grade		1050	Per Copy
1,3,16,17	Duplicate Hall ticket		55	(for P. G. Course 80/-)
1,3,6,11	Cancellation of Examination (to be applied within 14 days of the last day of exam. attended)		55	Per each written Paper
1,3	Cancellation of Pre-Degree Exam. (Filled up application to be endorsed by Principal of the College)		1050	
1,3,9,11,18	Cancellation of Exam. and Private Regn.		1575	Only if registered / appeared for exam.
1,3,9,11,18	Course cancellation for joining another University		525	
1,3,15	Duplicate Private Registration Memo		315	
1,3,9,10,13	Cancellation of Private registration/unavailed portion without registering for exam.		790	
1,3	B.Tech. detailed Marklist / B.Tech. Percentage Certificate		525	
1,3,12	Special Certificate		265	
1,3,5	Special Certificate Pre-Degree		630	
1,3,5,7,8	Pre-Degree Pass Certificate (Duplicate)	(1994 Admissions onwards)	630	
1,3,5,7,8	"	(1978-1993 Admissions)	1630	
1,3,5,7,8	"	(prior to 1978 Admissions)	1785	
1,3,5,7	Duplicate Degree Certificate / Diploma Certificate (If original has lost irrecoverably) / Name Change / Name Correction in Degree / Diploma Certificate (No act of omission or mistake of the University is involved)		1050	+search fee if applicable*
1,3,5,7	Triplicate Degree Certificate		1320	+search fee*
1,3,7,20	Duplicate Degree / Diploma (Original Certificate is torn/mutilated or defaced but name, Register No., Month & Year and Signature of Vice-chancellor is intact)		1050	+search fee if applicable*
1,3	Duplicate Re-valuation Memo		525	After 60 days and upto one year from the date of publication of revaluation of result
			1050	After 1 year
1,3	Name Correction in Marklist		105	(per Marklist)
1,11	Scrutiny of Answer Books		105	(for P.G. Courses 160/-)
1,11	Photostat copy of Answer Books (issued only after the scrutiny and revaluation if applied for the same)		525	

**\*\*Search Fee for Additional Marklist (Per part / Per Semester)**

up to 6 months - Nil	6 Months - 5 Years - Rs. 55/-	5-10 Years - Rs. 210/-	After 10 Years - Rs. 420/-
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**\*Search Fee for Duplicate / Triplicate Degree Certificates and Duplicate Degree / Diploma (Original Certificate is torn / mutilated or defaced but name and Register No. is intact)**

up to 1 Year - Nil	1-2 Years - Rs. 265/-	2-5 Years - Rs. 525/-	5-10 Years - Rs. 2100/-
10-15 Years - Rs. 3150/-	15-20 Years - Rs. 4200/-	20-25 Years - Rs. 5250/-	

\*\*\* 5 Year LLB - Rs. 840/-, 3 Year LLB (Regular/Evening) - Rs. 525/-, MBA (Full time/Regular evening/Evening/Travel and Tourism) - Rs. 420/-, MCA - Rs. 420/-, MA/MSc/MCom - Rs. 315/-, BE/BEEd Special Education - Rs. 315/-, MEd/MEd Special Education - Rs. 210/-, B Tech - Rs. 210/-, First Degree Programme under CBCSS Courses - Rs. 105/-

**LIST OF ENCLOSURES (ENCLOSURE POINT NUMBER SPECIFIED ABOVE)**

- Original Cash Receipt / e-payment Receipt / DD for the fee remitted. DD must be drawn in favour of **The Finance Officer, University of Kerala, Payable at Thiruvananthapuram**. Name of the applicant and purpose should be written on the reverse side of the DD. **Postal orders / Money Orders will not be accepted.**
- Self Addressed sufficiently stamped envelope to send articles by ordinary post.
- Self Addressed sufficiently stamped envelope to send the documents by Registered / Speed post.
- Sufficiently stamped (Registered Post) envelope with the address of the institution where the Confidential Marklist is to be sent. Separate envelope for each institution. Reference, if any, must be superscribed.
- An affidavit by the applicant on a stamp paper of Rs. 100/- duly attested by a Notary Public / First Class Judicial Magistrate stating among other facts, that the original certificate already issued, the circumstances under which it has been lost and that it has been **irrecoverably lost. If it is recovered in future, the duplicate being issued now shall be surrendered back to the University of Kerala.**
- Recommendation of the Principal / Chief Superintendent of the Examination Centre for cancellation of Examination. (written papers including practicals)
- Original Course Certificate from the Principal of the college last studied. [for Regular college study candidates / identification certificate from a Gazetted Officer (for Private Study candidates)]
- Attested copies of documents (S. S. L. C / X / XII certificate / Transfer Certificate) to prove date of birth.
- Original Transfer Certificate and Original qualifying Certificates/Marklists.
- Affidavit of the candidate on stamp paper worth Rs. 100/- stating that the original private Registration memo issued, has been **irrecoverably lost** and that he/she has not been registered for the exam, attested by Notary Public / First Class Judicial Magistrate.
- Original hall ticket. (attested copy for partial cancellation)
- Photocopy of Marklist and Certificates.
- Original Private Registration Memo.
- Sufficient number (+One copy) of proforma/questionnaire. (Applicable to non - computerised Courses)
- Private Registration form duly filled in.
- Original qualifying certificates.
- Hall ticket form duly filled in duplicate.
- Original Marklist / Certificate issued.
- Photocopy of the marklists and certificates.
- Remaining portion of torned, mutilated or defaced original certificate but name and Reg. No. is intact.

**APPLY TO**

I. **For Certificate / Services relating to Academic matters.** (eg. Attestation of documents, Special Certificates )

**The Registrar, University of Kerala, Palayam Thiruvananthapuram - 695034.**

II. **For other services relating to Examinations.**

**The Controller of Examinations, University of Kerala, Palayam, Thiruvananthapuram - 695034.**

Website [www.keralauniversity.ac.in](http://www.keralauniversity.ac.in) , Enquiry - 9188526670, 9188526671, 9188526674, 9188526675  
**Make on-line payment through: <https://pay.keralauniversity.ac.in>**