

UNIVERSITY OF KERALA

APPLICATION FORM FOR READMISSION TO DEGREE / U.G. COURSE IN AFFILIATED COLLEGES / UNIVERSITY DEPARTMENTS

Fee Details

Degree Course Rs. 525/-

Fee Remitted

DD/Receipt No.

Bank

Branch

University cash counter / Friends

Date of remittance

Online transaction details :-

1. Name of Candidate in full (in Block Letters) with initials at the beginning. (as entered in qualifying Certificates)	
2. Address for Communication (Including Pincode) Contact Number	
3. Register No./Candidate Code & Year of admission	
4. College / Department to which the candidate requires readmission with town and Pin Code	
5. Details of Course, Namely, Group/ Subject and Semester for which the candidate requires readmission.	
6. Year/Semester of discontinuance of the course and reason for discontinuance.	
7. If T. C. was obtained by the candidate give full details such as Institution Name T. C. No., Date etc. (not mandatory).	
8. Details regarding Reg. No., Year and University Examination last attended / registered by the candidate.	
9. Whether the candidate has availed Condonation. If any specify the semester.	

Signature of the Candidate

INSTRUCTIONS REGARDING REMITTANCE OF FEES

Fee can be remitted either by cash at the University Cash Counters or by Demand drafts drawn in favour of **The Finance Officer, University of Kerala, Thiruvananthapuram**. Candidates are advised to see that whether any change of fee rates occurred rather than prescribed.

Please note that Drafts, drawn on SBT branches payable at **SBT Service Branch, Thiruvananthapuram** and Drafts drawn on District Co-operative Banks payable at **State Co-operative Bank, Head Office Branch, Thiruvananthapuram** only will be accepted from candidates residing within the State.

Those residing outside the State may submit SBI drafts payable at **SBI Main Branch, Thiruvananthapuram**. Candidates can also avail the facilities available at the **Friends Counters** (Jana Sevana Kendrams).

PTO

To be filled in the College Office/ University Department

1.	Details of discontinuance of the Course-	
	(i) The date/term from which the candidate discontinued the Semester (Also specify the academic year and name of the course and class.)	
	(ii) Reason for discontinuance of course	
	(iii) If the candidate was irregular in attending the class, the number of days of shortage of attendance.	
	(iv) Date of issue of T. C.	
	(v) State whether the candidate will earn the required minimum attendance to appear for the examination if admitted now.	
2.	Details of the batch of students (year of admission) to which the candidate can be granted readmission.	
3.	If the candidate has completed the course in a particular academic year and has failed to register for the examination, the same may be specified.	
4.	Whether vacant seat available to accommodate the candidate.	
5.	Whether an additional seat is required	
6.	Recommendation of the Principal/ Head of the University Department.	

Certified that the details given above are verified and found correct.

(Office Seal)

Place :

Date :

**Signature of the Principal /
Head of the University Dept.**

For Office Use

Acad.

Assistant

S. O.

A. R.

D.R.

J. R.

Registrar