

UNIVERSITY OF KERALA

APPLICATION FOR DEGREE / DIPLOMA CERTIFICATE

<p style="text-align: center;">Details of remittance of fee</p> <p>(Add Rs. 25 if Application is downloaded from the Website. Add Rs. 10 as service charge if payment is made through DD)</p> <p>Pay - in - slip / DD No.....</p> <p>Amount Rs..... Date of payment</p> <p>Name of Bank & Branch in case of DD.....</p>	<p style="text-align: center;">(Enclose Original Cash Receipt/ DD, Copy of Provisional Certificate, Qualifying Certificate and Final Consolidated Mark list)</p> <hr/> <p style="text-align: center;">FOR OFFICE USE (Stamping Purpose)</p>		
1. Name of the Candidate in full as enrolled in the University records (in block letters)			
2. Date of Birth		Male	Female
3. Centre of Examination last appeared			
4. Address of the applicant to which the certificate should be sent (in block letters) with PIN Code Tel. No. / Mob.			

5. Details of Examination passed. (furnish details for each part of the examination.)

Particulars of Examination passed (Strike off whichever is not applicable)	Month & Year of passing	Reg. No. / Candidate Code	Centre of Examination	Class / Grade
<p>B.A. / B. Sc. / B. Com. Degree Examination</p> <p>Part I - English</p> <p>Part II - Additional Language (.....)</p> <p>Part III - Optional Subjects</p> <p>(a) Main.....</p> <p>(b) Subsidiary 1.</p> <p style="padding-left: 40px;">2.</p>				
<p>B.A. / B. Sc. / B. Com./B.B.A. Degree (Semester)/ CBCSS (FDP) Examination. Vocational/ Restructured (Vocational / Optionals / Core / Auxiliary)</p> <p>Subjects :</p>				
<p>M.A. / M.Sc. / M.Com. / M.S.W./ M.B.A./M.T.A./M.F.A./ M.B.L./M.P.A./M.Ed./LL.M. Semester / Annual</p> <p>Branch & Subject.....</p> <p>Previous</p> <p>Final</p> <p>Subject Code.....</p> <p>Candidate Code</p>				

All Other Examinations (B.Ed., LL.B., / Unitary / Integrated B. Tech., B.H.M. etc.)

Particulars of Examination passed (Strike off whichever is not Applicable)	Month & Year of passing	Reg. No. / Candidate Code	Centre of Examination	Class / Grade
Name of the Examination.....				
Branch and Subject				
Optional / Elective / Specialization				
Subject Code.....				
Candidate Code				
Year/ Semester				

DECLARATION

I hereby declare that the above furnished details are full and correct to the best of my knowledge and belief.

Place

Signature of the Candidate

Date

Name.....

Verification Report of the Section

FEE PRESCRIBED FOR VARIOUS DEGREES / DIPLOMAS / CERTIFICATES (Wef. 8-9-2016)

- For Bachelor's Degree (B. A. / B. Sc. / B. Com. / B. B. A. / B. C. A / B. P. E. etc.) Rs. 370 + Search Fee
- For Professional Bachelor's Degree (B. Tech / B. Arch / M. B. B. S / B. Pharm. / B. D. S. / B. Sc. (Nursing)/B. Sc. (M. L. T.) / B. H. M. S. / B. A. M. S. / LL. B. / B. Ed. / B. F. A. / B.L.I.Sc. etc). Rs. 475 + Search Fee
- For Master's Degree (M. A. / M. Sc. / M. Com. / M. S. W. / M. P. E.) and P. G. Diplomas Rs. 475 + Search Fee
- For Professional Master's Degree (M. D. /M. S. / M. Pharm. / M. B. L. / M. Tech. / LL. M / M. Sc. (Nursing) / M. Ed. / M. F. A. / M.C.A / M.B.A / M.C.J. / M.T.A. / M.L.I.Sc. Rs. 675 + Search Fee
- For Diplomas Titles & Certificates Rs. 200 + Search Fee
- M. Phil. Rs. 675 + Search Fee
- Ph. D. Certificate Rs. 800 + Search Fee
- Post Doctoral Degree (D.Litt./D.Sc./LL. D. etc.) Rs. 800 + Search Fee

Search Fee

- * For considering application for issue of Degree, Diplomas, Titles and Certificates Received One year or more but before expiry of Five Years after the examination Rs. 135/-
- * For considering application for issue of Degrees, Diplomas, Titles and Certificates received Five Years or more after the examination Rs. 525/-
- * **Handling charges of defective Degree applications** **Rs. 55/-**

INSTRUCTIONS TO THE CANDIDATES

- The holding of Convocation has been stopped since 1972.
- Candidates may submit their application at any time after the publication of the results of the examination concerned. But the Degree/ Diploma Certificate will be issued only after the first meeting of the Senate following the publication of the result of the examination concerned.
- The fee may be paid in cash at the University cash counter by means of Pay-in-slip to the credit of Kerala University Fund. Remittance can also be made by Demand Draft with an additional amount Rs. 10/- on State Bank of India, drawn in favour of the Finance Officer, University of Kerala payable at Thiruvananthapuram. **Money orders, Cheques, Postal orders and Treasury chalan Receipt will not be accepted.** Candidates should write their names and purpose of remittance on the reverse side of the Demand Draft.
- Application not in the prescribed form or defective in any respect will be rejected. Candidates are advised to send their applications by Registered Post-Acknowledgement due, to avoid loss in postal transit.
- The Degree/ Diploma will be sent to the candidate by Registered Post as stated in the application form.
- Application along with Original Chalan Receipt / D. D and copies of Provisional Certificate, Final consolidated mark list and Qualifying Certificate shall be addressed to **the Controller of Examinations, University of Kerala, Thiruvananthapuram - 695 034**

Documents to be Submitted: Application form, Fee Receipt, / DD, Provisional Certificate copy, Consolidated mark list copy / Copy of Mark lists (Annual), SSLC, +2 Certificate Copy, Copy of Degree (For PG).

Declaration that no Revaluation, Improvement results or Grace Marks (Semester Scheme) remain to be added to the Final Mark list.