

Sl. No.

Price Rs. 20/- (Twenty)

UNIVERSITY OF KERALA**APPLICATION FOR RECOGNITION OF EXAMINATION OF OTHER UNIVERSITIES / BODIES**

Pay-in-slip / D. D. No.....	University Cash Counter/Friends.....
Amount Rs.....	Date of payment.....
Name of Bank in the case of D. D..... (Add Rs. 10/- as service charge for every Demand Draft)	

1. a. Name of Applicant (in block letters)	Male	Female
b. Name of Father or Guardian		
c. Date and Place of Birth		
2. a. Examination passed and the course sought to be recognised (Mention name of the University or Board which conducted the examination).		
b. Subjects taken for Examination		
c. 1. Whether the examination was taken as a collegiate student or private study.		
2. The School / College/ Institution where the applicant studied last.		
d. The duration of the course and the examination passed which is sought to be recognised.		
3. Year of admission in University of Kerala		
4. Course to which the candidate is admitted in University of Kerala.	Main / Elective	Branch
		Year of admission
5. Address to which Communications are to be sent (with Pin Code, Tel No. & e-mail ID)		
6. Signature of the applicant		
7. Endorsement of the Head / Principal of the College / Institution where the applicant has joined / provisionally or proposes to join (Recommendations and conditions, if any, of admission may be stated here) Forwarded..... Signature..... Principal / Head..... College / Institution.....	

Station.....

Office Seal

Date.....

INSTRUCTIONS TO THE CANDIDATES

1. Applications for Recognition, duly endorsed by the Principal / Head of the Institution, should be forwarded to the University within three months from the date of admission.
2. Recognition is necessary for all candidates who have passed their qualifying examination from University / Boards other than University of Kerala Calicut and seek admission to a course of study in an institution maintained by or affiliated to this University.
3. Application form can be downloaded from the University Website. In such case, the candidate is directed to remit an additional amount of Rs. 20/- as cost of application form.
4. Fees can be remitted either by cash at the University Cash Counter or at FRIENDS Counter (Janasevana Kendram) or by Demand Drafts drawn in favour of "The finance Officer, University of Kerala, Thiruvananthapuram. Rs. 10/- (Ten) be added as service charge for every demand drafts.
5. The following are to be submitted along with the application addressed to the Controller of Examinations, University of Kerala, Thiruvananthapuram - 695 034.
 1. Fee Receipt for Rs. 300/- (+Rs. 50/- as fine after one year of joining a course)
 2. Original Pass Certificate and Mark list.
 3. Migration Certificate (Not necessary in the case of Higher Secondary / VHSE of Government of Kerala).
 4. Eligibility Certificate. [Candidates who have passed their qualifying examination conducted by HSE Board of Kerala, VHSE Board of Kerala, AISSCE, ISCE are exempted from producing eligibility Certificate but have to pay the prescribed fee of Rs 200/- (Rupees Two hundred only) along with the application.]
 5. Photocopy of Ph. D. Registration order. (only for Ph. D. Candidates).
 6. Photocopy of the transfer order (In the case of Candidates transferred from other Universities).

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