

<p>Details of Fee remittance (Add Rs. 10/- as service charge if payment is made through Demand Draft and Rs. 20/- if the application form is downloaded from website.)</p> <p>Pay-in-slip/DD No.....dt.....Amount Rs..... (.....)</p> <p>remitted at University Cash counter / Friends Janasevakendram/ Bank.....</p>	<p>For office use only</p>
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1. Name of Applicant (in block letters) :
2. Date of Birth : Male / Female.....
3. Address with Phone No. (in block letters) :
4. PIN (Permanent Identity Number) :
5. **RANK CERTIFICATE / OFFICIAL TRANSCRIPT / TRANSCRIPT OF MARKS / ATTESTATION OF MARK LIST / ATTESTATION OF SYLLABUS / ATTESTATION OF DEGREE CERTIFICATE / DETAILED MARK LIST / CONFIDENTIAL MARK LIST / ADDITIONAL MARKLIST / CANCELLATION OF EXAMINATION / CANCELLATION OF PRIVATE REGISTRATION / DUPLICATE DEGREE CERTIFICATE / DUPLICATE HALL TICKET / DUPLICATE PRIVATE REGISTRATION MEMO / DUPLICATE REVALUATION MEMO / CERTIFICATES ON MEDIUM OF INSTRUCTION, DURATION OF COURSE, DETAILS OF COURSE / PERCENTAGE CERTIFICATE / PHOTOSTAT COPY OF ANSWER BOOK ETC.....**

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

DECLARATION

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

Place :

Date :

Signature of the Applicant.

Fee rates as on 1-10-2016. Confirm current fee rates before remittance of the same

Encl. required	Requirement	Purpose	Fee (Rs.)	Remarks
1.4	Confidential marklist	Higher Studies	First Copy 100	
		-do-	Each Additional Copy 50	
		Employment	Each Copy 200	
1.2.3	Additional Marklist	All courses	Each 50	+ Search Fee (if applicable)**
1.2.3	Detailed Marklist		Per part/Semester/Year 50	Per part+Search Fee (if applicable)**
1.3.12	Rank Certificate (First Rank fee exempted)		100	
1.3.8.12	Official Transcript		250	
1.2.3	Pre-Degree Marklist		800	Year (94 Admission Onward)
1.3.12	Attestation of Marklist/PreDegree pass certificate		1000	Per Copy
1.3.12	Attestation of Degree/Diploma/Certificate		1000	Per Copy
1.3.14.12	Exam. transcript (Proforma/Questionnaire)		1000	Per Copy
1.3.16.17	Duplicate Hall ticket		50	(PG. Course 75/-)
1.3.6.11	Cancellation of Examination (to be applied within 14 days of the last day of exam. attended)		50	Per each written paper
1.3	Cancellation of Pre-Degree Exam. (Filled up application to be endorsed by Principal of the College)		1000	
1.3.9.11.18	Cancellation of Exam. and Private Regn.		1000	Only if registered/appeared for exam.
1.3.9.11.18	Course cancellation for joining another University		500	
1.3.15	Duplicate Private Registration Memo		250	
1.3.9.10/13	Cancellation of Private registration/unavailed portion without registering for exam.		500	
1.3	B.Tech. detailed Marklist/ B.Tech. Percentage Certificate		500	
1.3	Special Certificate-Pre-Degree		500	
1.2.3	Pre-Degree Addl. Marklist		800	
1.3.5.7	Pre-Degree Pass Certificate (1996-2006)		500	
1.3.5.7	" (1957-1979)		1500	
1.3.5.7	" (1980-1995)		1000	
1.3.5.7	Duplicate Degree Certificate / Diploma Certificate (If original has lost irrecoverably)		1000	+ search fee if applicable*
1.3.5.7	Triplicate Degree Certificate		Rs. 1250	+ Search fee*
1.3.20	Duplicate Degree / Diploma (Original Certificate is torn/mutilated or defaced but name and Register No. is intact)		1000	+ search fee if applicable*
1.3.	Duplicate Re-valuation Memo		250	
1.3.12	Special Certificate		250	

* Search fee - upto 1 year Nil, 1 year to 5 years Rs. 130/- and after 5 years Rs. 500

** Search fee - upto 1 year Nil, 1 year to 5 years Rs. 50/- upto 10 years Rs. 100/- after 10 years Rs. 200

List of Enclosures

- Original Cash 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)
- 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
- Private Registration form dully 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 torn, mutilated or defaced original certificate but name and Reg. No. is intact.

APPLY TO

I. For Certificate / Services relating to Academic matters.

The Registrar, University of Kerala, Thiruvananthapuram

for Attestation of documents, Special Certificates

II For other services relating to Examinations.

The Deputy Registrar, Exams III,

Private Registration / Matriculation / Migration Pre Degree & B.Com. Degree Exams. (Annual Exams.)

The Deputy Registrar, Exams I

B.A./B.Sc. B.Com.Degree exams. (Annual Scheme)

The Deputy Registrar, Exams IV

M.A./M.Sc./M. Com./MSW / M. Phil. B.Ed./M.Ed./P & IDE Exams.

The Deputy Registrar, Exams VI

All Prof. courses including B. Tech & M.Tech./MBA & B.A./B.Sc./B.Com. (Restructured/Vocational/Semester courses)

Office address : University of Kerala, Palayam, Thiruvananthapuram - 695034 Website www.keralauniversity.ac.in Enquiry 0471- 2305994 / 2386228