

No.

P M.A./M.Com.

Rs. 40/-

UNIVERSITY OF KERALA

Passport size
photograph of the
candidate to be
affixed here

Name &
Designation of
Identifying Officer

**APPLICATION FOR REGISTRATION AS A PRIVATE CANDIDATE FOR
THE EXAMINATION OF MARCH / APRIL 20.....**

1. Name (As per qualifying Certificate)	In English (In Capital letters)			
	In Mother tongue			
2. Age and date of birth		Sex		
3. Place of birth with District & Taluk				
4. Name and occupation of father or guardian				
5. Permanent address in full	Phone No.			
6. Address to which communication is to be sent	Mobile			
7. Whether employed at present, state name and address of the employer				
8. Examination for which registration is sought with year (Tick below as applicable)	M.A. / M. Com			
	First Year	Second Year		
9. Optional subject selected				
10. No. and date of Registration Memo already issued, if any				
11. The College in which the candidate last studied				
12. The course which the candidate attended in the College last				

13. Name of the qualifying examination passed (state the Reg. No. month and year of passing)	
14. The Board / University from which the candidate passed the qualifying examination	
15. Whether the qualifying examination has been recognized by the University	
16. Whether the candidate has been Matriculated. If so, year and the College, through which Matriculated	
17. Details of chalan Receipt / D. D. enclosed (Kerala University Cash Counter / Friends counter) (Registration fee only)	No. date..... of chalan / D. D. at..... for Rs.....
18. Details of chalan Receipt / D. D. in respect of other fees remitted except Registration and matriculation (Kerala University Cash Counter / Friends counter)	No. date..... of chalan / D. D. at..... for Rs.....
19. Details of Matriculation fee	No. date..... of chalan / D. D. at..... for Rs.....
20. Details of Documents enclosed (Please make tick (✓) mark)	<ol style="list-style-type: none"> 1. Application form for Private Registration 2. Original Chalan Receipt / Demand Draft 3. Transfer Certificate 4. Qualifying Certificates (Original Degree / Provisional Degree) 5. Migration Certificate (if applicable) 6. Eligibility Certificate (if applicable) 7. Application form <ol style="list-style-type: none"> a. for Recognition (if applicable) b. for Matriculation (if applicable) 8. Self addressed stamped envelope

DECLARATION BY THE CANDIDATE

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

Station:

Date:

Signature of Applicant



UNIVERSITY OF KERALA

PRIVATE REGISTRATION MEMO

Reg. No.....

(To be allotted by the Office)

Name of the Candidate

Date of birth

Full Address

.....

..... Phone No.....

Identifying Officer's Name.....

Designation.....

Address

To be filled in by the candidate

Passport size
Photograph of
candidate to be
affixed here and
attested by a
Gazetted Officer

Sign on the
photograph

Signature of the Candidate

Office Seal

Section:-

(Office use only)

Ref:- His/Her application for Private Registration to M. A. / M. Com. Course dated.....

Shri/Smt..... is informed that he/she has been granted registration as a

Private candidate for admission to the M. A. /M. Com. I/II Sem. /year / First & Second Year.....

Main Examination of March/April..... to.....

Course name (in full).....

This Registration Memo should be submitted along with the application form for admission to the relevant examination. If the candidate fails to Register for the examination by remitting the examination fee during the relevant years, the Private Registration granted stands discontinued. The candidate should register afresh after cancelling the discontinued portion of Private Registration.

Thiruvananthapuram,

Dated.....

**Assistant Registrar
For Controller of Examinations**

This Memo shall accompany Application of Private Candidate for Registration to University Examinations

INSTRUCTIONS

The University allows candidates to register for University Examinations in subjects not involving practical examinations, without undergoing regular instruction under an Institution maintained by or affiliated to the University. Such candidates have to apply for granting Private Registration for the examination of their choice and eligibility, for a particular session of the examination.

1. Application in the prescribed format along with necessary documents by remitting prescribed fee shall be submitted to the “The Controller of Examinations, University of Kerala, Palayam, Thiruvananthapuram - 34.” superscribing in the envelope as “Application for Private Registration to..... Course”. If the application is downloaded from the website the cost of application form (Rs. 40/-) shall also be added with the prescribed fees.
2. The Fee can be remitted through University Cash Counter or FRIENDS Jana Sevana Kendram or through a Demand Draft drawn in favour of Finance Officer, University of Kerala, Thiruvananthapuram payable at Thiruvananthapuram from S.B.I/ S.B.T/State Co-operative banks. Money Orders/ Treasury Chalan / Postal Orders will not be accepted. **Add Rs. 10/- as service charge for every DD if the payment mode is through Demand Draft.**
3. All Candidates who apply for Registration for a course of study or examination of this University for the first time shall have to register their names in the “Register of Matriculates” maintained by the University. The prescribed application and the required amount of fee shall be submitted along with the application of candidates coming under the above category.
4. The Candidates who have passed their qualifying examination from Universities / Boards other than Kerala University shall enclose applications in the prescribed form for recognition of their qualifying examinations with the required amount of fee and the Migration Certificate issued by the University / Board where they studied previously.
5. The Candidates applying for recognition of their qualifying examinations shall also produce an “Eligibility Certificate” issued by the Academic Branch of this University.
6. Registration shall be granted only for the approved combination of Main and Optional / Branches.
7. The Photographs affixed on the application and the Private Registration Memo (PRM) shall be copies of the same photograph of the candidate taken within a period of 6 months prior to the date of application.
8. Teachers of University Departments, Govt. Colleges, Headmasters and Headmistress of Govt. High Schools and Members of the Senate, Academic Council, Syndicate and Gazetted Officers are eligible to sign the identification form.
9. The Transfer Certificate enclosed shall be the one issued by any recognized institution last attended by the candidate. The name and date of birth in the Transfer Certificate shall agree with those furnished by the candidate in the application form and in the qualifying Certificate.
10. Private registration is only Registration granted for a particular course. The candidate shall register for relevant examination in time as per University notifications failing which the registration granted stands discontinued.
11. The Private Registration Memo (PRM) shall be sent through Registered post along with the Transfer Certificate and Qualifying Certificates in the self addressed stamped envelope submitted for the purpose.
The Private Registration Memo thus received shall be submitted to the University at the time of Registration to the examination keeping sufficient copies of the same.
12. Check list
 1. Duly filled Application form Original
 2. Original Chalan Receipt / Demand Draft
 3. Transfer Certificate
 4. Qualifying Certificates (Degree & Provisional Certificate)
 5. Eligibility Certificate (if applicable)
 6. Migration Certificate (if applicable)
 7. Application form
 - a. Matriculation (if applicable)
 - b. Recognition (if applicable)
 8. Self addressed stamped envelope to send the Private Registration Memo and other documents through Registered Post.