

General Instructions to The Candidates

RECOGNITION

- 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 (provision may be made in the instructions to remove Calicut University if required) and seek admission to a course of study in an institution maintained by or affiliated to this University
- 3.** Fee can be remitted by online payment mode at pay.keralauniversty.ac.in or by any other mode of payment accepted by this University

Requirements

- I.** Fee Receipt for Rs **315/-** +Rs **25/-** as application fee (+ Rs **55/-** as fine after one year of joining a course).Those who have paid the Recongnition and Eligibility fee at the time of admission need to enter details of payment in the respective columns (Under Graduate Courses only).
- II.** The Principals/ Head of Institutions shall forward the original Qualifying Certificates Original Pass Certificate and Marklists (Trade Certificate also for VHSE Candidates) of the candidates along with the list of candidates to the Controller of Examinations for verification. Recognition will be issued only after verification of the qualifying certificates.
- III.** Original Migration Certificate need to be submitted *
- IV.** Eligibity Certificate need to be submitted***
- V.** Copy of Ph.D Registration Order (only for Ph.D Candidates)
- VI** An additional amount of Rs 105/- is to be remitted for re-submission of applications after rectifying defects.
- VII.** The name of the candidate in the application form should be the same as in the Qualifying Certificate

Exemptions

* Migration Certificate not required for Under Graduate students holding HSE/VHSE of Government of Kerala.

** Candidates who have taken college transfer within this University need not apply for recognition again.

*** Candidates who have passed their Qualifying Examination conducted by the 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 **210/-**