UNIVERSITY OF KERALA

Price Rs. 25/- (Twenty Five)

APPLICATION FOR ..... DEGREE / DIPLOMA CERTIFICATE
(Specify your Course)

Details of remittance of fee	**FOR OFFICE USE (Stamping Purpose)**
(Add Rs. 25 if Application is downloaded from the Website.) (Add Rs. 15 as service charges if payment is made through DD) Pay-in-slip / e-payment Receipt/DD No..... Amount Rs..... Date of payment ..... Name of Bank & Branch in case of DD.....	

1.	Name of the Candidate in full as enrolled in the University records (in BLOCK LETTERS)				
2.	Date of Birth		Male	Female	Transgender
3.	Centre of Examination last appeared				
4.	Address of the applicant to which the certificate should be sent (in BLOCK LETTERS) E-mail:	PIN Code : Mob. No. :			

5. Details of Examination passed (furnish details of 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 obtained
CBCSS B.A. / B. Sc. / B. Com./B.B.A. /B.C.A. Degree (Semester)/ (FDP) /Career Related/ Vocational / New Generation Double Main /Restructured Courses (B. Sc. Computer Science, B. Voc., B.H.M.S. etc.) Subject :				
SDE U. G. / P. G. Courses (B.A /B. Com./B. Sc./BCA/BLISc./BBA / MA/ MSc/ MBA/ MLISc. etc .) Subject :				
B.A. / B. Sc. / B. Com. /BBADegree (Annual/Private) Part I - English Part II - Additional Language (.....) Part III - (a) Main..... (b) Subsidiary 1. ..... 2.				
M.A. / M.Sc. / M.Com. / M.S.W./ M.B.A./M.T.A./ M.F.A./M.C.A./M.B.L./M.P.A./M.Ed./MLISc /MVA/ LL.M / CSS / Semester / Annual Branch & Subject..... Subject Code.....				

PTO

All Other Examinations (B.Ed., LL.B., /B. Tech./B. Arch., B.Des., BFA, BFA(HI), PG Diploma, Certificate courses etc...)

Particulars of Examination passed	Month & Year of pass	Reg. No. / Candidate Code	Centre of Examination	Class / Grade obtained
Name of the Examination..... Branch and Subject ..... Optional / Elective / Specialization ..... Subject Code..... Year/ Semester				

DECLARATION

I hereby declare that the above furnished details are full and correct to the best of my knowledge and belief. No revaluation, Improvement results or grace marks remain to be added to the final mark list.

Place ..... **Signature of the Candidate** .....

Date ..... Name.....

Documents to be Submitted: (1) Application form (2) Chalan Receipt / DD / Printout of e-payment receipt (3) Copy of Provisional Certificate (4) Copy of Consolidated mark list (5) Copy of Mark lists (Annual Degree) (6) Copy of SSLC & +2 Certificates (7) Copy of Degree Certificate (in the case of PG). (8) Copy of PG Certificate (in the case of Ph.D)

FEE PRESCRIBED FOR VARIOUS DEGREES / DIPLOMAS / CERTIFICATES
[inclusive of 5%hike in service charge]

1. For Bachelor's Degree (B.A. / B.Sc. / B.Com. / B.B.A. / B.C.A / B.M.S./B.S.W./B.Voc,/etc.)(Annual / Semester) / .. New generation / Double main First Degree Programmes (BA/BSc/BCom) ..... Rs. 470 + Search Fee
2. 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. Des./ B.H.M.C.T./B.H.M.S./B.A.M.S. / LL.B. / B.A.S.L.P./B. Ed. / B.F.A./ B.P.A./B.P.Ed./B.A.L/B.L.I.Sc./B.H.M. etc) ..... Rs. 575 + Search Fee
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4. 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./M.A.S.L.P./M.C.H./ ..... M.Arch./M.B.L./M.P.E.S./M.H.R.M/M.H.M./M.Plan./M.T.T.M./M.P. Ed/ M.V.A ..... Rs. 775 + Search Fee
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7. Ph. D. Certificate ..... Rs. 900 + Search Fee
8. Post Doctoral Degree (D.Litt./D.Sc./LL. D. etc.) ..... Rs. 900 + Search Fee

Search Fee for Degree Certificates (after the examination)

Upto 1 year	NIL		
1 - 2 years	Rs. 265/-	2 - 5 years	Rs. 525/-
5-10 Years	Rs. 2100/-	10-15 Years	Rs. 3150/-
15-20 Years	Rs. 4200/-	20-25 Years	Rs. 5250/-
Handling charges of Defective Degree Application			Rs. 100/-

INSTRUCTIONS TO THE CANDIDATES

1. The holding of Convocation has been stopped since 1972.
2. 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.
3. 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. 15/- 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 Receipts will not be accepted.** Candidates should write their names and purpose of remittance on the reverse side of the Demand Draft. **Online payment mode is also availbale (pay.keralauniversity.ac.in)**
4. 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.
5. The Degree/ Diploma will be sent to the candidate by Registered Post as stated in the application form.
6. Application along with Original Chalan Receipt / D. D / print out of e-payment receipt and copies of Provisional Certificate, Final consolidated mark list, Qualifying Certificate shall be addressed to **the Controller of Examinations, University of Kerala, Palayam, Thiruvananthapuram - 695 034.**

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