**UNIVERSITY OF KERALA**

**APPLICATION FORM (FOR GENERAL & EXAMINATION PURPOSES)**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Details of Fee remittance</th>
<th>For office use only</th>
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<tbody>
<tr>
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<td>(Add Rs. 10/- as service charge if payment is made through Demand Draft and Rs. 20/- if the application form is downloaded from website.)</td>
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<td>Pay-in-slip/DD No............... dt.................................................. Amount Rs................</td>
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<td>remitted at University Cash counter / Friends Janasevakendram/ Bank</td>
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**Rs. 20/- (Twenty)**

### 1. Name of Applicant (in block letters)

: ...............................................................................................................................................

### 2. Date of Birth

: ...............................................................................................................................................

### 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.
Encl. required | Requirement | Purpose | Fee (Rs.) | Remarks
--- | --- | --- | --- | ---
1.4 | Confidential marklist | Higher Studies | First Copy | 100
 | -do- | Employment | Each Additional Copy | 50
1.2.3 | Additional Marklist | Exam, transcript (Proforma/Questionnaire) | Each | 200
 | -do- | | Per part/Semester/Year | 50
1.3.12 | Rank Certificate (First Rank fee exempted) | | | 100
1.3.6.12 | Official Transcript | | | 250
1.2.3 | Pre-Degree Marklist | | | 800
1.3.12 | Attestation of Marklist/PreDegree pass certificate | | | 1000
1.3.12 | Attestation of Degree/Diploma/Certificate | | | 1000
1.3.14.12 | Exam, transcript (Proforma/Questionnaire) | | | 1000
1.3.16.17 | Duplicate Hall ticket | | | 50
1.3.6.11 | Cancellation of Examination (to be applied within 14 days of the last day of exam. attended) | | | 50
1.3.11.18 | Cancellation of Pre-Degree Exam. (Fulfilled up application to be endorsed by Principal of the College) | | | 1000
1.3.9.11.18 | Cancellation of Exam. and Private Regn. | | | 1000
1.3.9.11.18 | Course cancellation for joining another University | | | 500
1.15 | 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
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
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**

1. 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.
2. Self Addressed Sufficiently Stamped envelope to send articles by ordinary post.
3. Self Addressed sufficiently stamped envelope to send the documents by Registered / Speed post.
4. Sufficiently stamped (Registered Post) envelope with the address of the institution where the Confidential Marklist is to be sent. Separate envelope for each institution.
5. 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.
6. Recommendation of the Principal/Chief Superintendent of the Examination Centre for cancellation of Examination. (written papers including practicals)
7. 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)
8. Attested copies of documents (S. S. L. C./X/XII certificate/Transfer Certificate) to prove date of birth.
10. Affidavit of the candidate on stamp paper worth Rs. 100/- stating that the original private Registration memo issued, has been irrecoverably lost and that she / he has not been registered for the exam, attested by Notary Public/First Class Judicial Magistrate.
11. Original hall ticket (attested copy for partial cancellation) | 16. Original qualifying certificates
12. Photocopy of Marklist and Certificates | 17. Hall ticket form duly filled in duplicate
14. Sufficient number (+one copy) of proforma/questionnaire | 19. Photocopy of the marklists and certificates
15. Private Registration form duly filled in | 20. 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, for 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.keraluniversity.ac.inEnquiry 0471- 2305994 / 2386228

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