



APPLICATION FOR CHANGE OF STUDY CENTRE / EXAM CENTRE

1. Name of Student :

2. Enrollment No. :

3. Course of Study :

4. Full Address :

5. Change required : Study Centre / Exam Centre

6. Change of Centre :

From	To

7. Fee for the Change

i) Change of Study Centre : Rs.750

ii) Change of Exam Centre : Rs.750

iii) For Overseas Students : USD50

8. Mode of Payment : Only by Demand Draft issued by any Nationalized Bank payable at Madurai in favour of **Director, DDE, MKU** (For change of Study Centre) and **Registrar, MKU** (for Change of Examination Centre)

a) D.D. No. :

b) Date :

c) Name of Bank :

d) Place of Bank :

Place:

Date:

Signature of Student

INSTRUCTIONS TO CANDIDATE

1. Name of Student with Enrollment No. should be written on the reverse side of the Demand Draft.
2. Students from Other States should enclose “**No-Objection Certificate**” from the Study Centre presently attached with Xerox copy of Admission order.
3. A requisition regarding change of Study Centre / Exam Centre duly be forwarded by the Programme Officer / Co-ordinator of the Centre where he / she wants readmission.
4. Students who have completed the course cannot apply for change of Study Centre. They can apply only for change of Exam Centre.
5. Candidates who want change of Examination Centre should address to Additional Controller of Examination, DDE, MKU, Madurai – 625 021.