

Sl. No.

# UNIVERSITY OF KERALA

G. E. P.

## FORM FOR GENERAL & EXAMINATION PURPOSES

Rs. 10/- (Ten)

Candidates are advised to ensure the fee rates before remitting to a purpose

<b>Fee remitted particulars</b> (Add Rs. 10/- for DD service charges)	
Pay-in-slip/DD No.....dt. ....	
Amount Rs .....	
Cash counter/Friends/Banks .....	
.....	

1. Name of Applicant (in block letters) : .....
2. Date of Birth : ..... Male / Female
3. Address with Phone No. (in capital) : .....
4. College of last study & course/year : .....
5. Main Subject with subsidiaries : .....
6. Details of course last appeared : .....

**Fill in the relevant columns, score off, not applicable**

### I. APPLICATION FOR RANK CERTIFICATE / TRANSCRIPT / ATTESTATION OF MARK LIST / SYLLABUS

Semester / Year	Reg. No.	Month and Year	Details of Necessity

### II. DETAILED MARK LIST / CONFIDENTIAL MARK LIST / ADDITIONAL MARK LIST

Furnish the details:	Exam. & Centre / College / Course	Reg. No. & Year

### III. CANCELLATION OF EXAM. / PRIVATE REGN. / SCRUTINY OF ANSWER SCRIPTS

Furnish the details : Name of the course	College / Centre	Reg. No. & Year	Purpose

### IV. DUPLICATE DEGREE / CERTIFICATE / HALL TICKET / PRIVATE REGISTRATION MEMO

Furnish the details : Name of the course	College / Centre	Reg. No. & Year	Purpose

- V. Application for issuing certificates on Medium of Instruction/Duration of Course/details of Course/Optional Subjects of Vocational courses/Restructured & Vocational, Certificate of Affiliation/Certificate of Bachelors Degree in combination of subjects Eligible for B. Ed. Degree Course, Equivalency Certificate for B. Tech. Degree course/Any Other Special Certificate.

Furnish the Details :

Place :

Date :

Signature of the Applicant

### INSTRUCTIONS

Fee rates as on 3-8-2000. confirm current fee rates before remittance

ENCLOSURES REQUIRED (see list below)	Purpose		Fee Rates (in Rupees)	Remarks
1.4	Confidential marklist	Higher Studies	First Copy 100	
		-do-	Each Additional Copy 50	
1.3	Additional Marklist	Employment	Each Copy 200	
1.3	Detailed Marklist	All courses	Each 50	+SF*
			Per part/Semester/Year 50	Per part+SF for Annual scheme
				50 Per part+SF for Semester scheme
1.2.19	Rank Certificate		50	
1.2.8.19	Official Transcript		250	Per Copy
1.2.19	Attestation of Marklist/PreDegree pass certificate		1000	Per Copy
1.2.19	Attestation of degree/Diploma/Certificate		1000	Per Copy
1.2.14.19	Exam. transcript (Proforma/Questionnaire)		100	Per Copy
1.3.16.17	Duplicate Hall ticket		50	
1.3.12	Scrutiny of answer books		Each Paper 50	(to be applied within time limit notified)
1.3.6.11	Cancellation of Examination		For each written paper 50	(to be applied within 14 days of the last day of exam. attended)
1.2.5.7	Duplicate Degree Diploma/Certificate		250	
1.3.9.11.18	Cancellation of Exam. and Registration*		1000	*Only if registered/appeared for exam.
1.3.9.11.18	Course cancellation for joining another University		500	
1.3.15	Duplicate Private Registration Memo		250	
1.3.9.10/13	Cancellation of private registration/unavailed portion without registering for exam.		500	

### List of Enclosures

- Original Cash Receipt/DD for the fee remitted. Name of the applicant and purpose should be written on the reverse side of the DD.
- Self addressed sufficiently stamped envelope to send articles by Registered Post.
- Self Addressed sufficiently stamped envelope to send the articles by post (Registered/Ordinary/Speed post)
- Sufficiently stamped (Registered Post) envelope with the address of the institution where the Confidential Marklist is to be sent. separate envelope for each institution. Reference, if any, must be super scribed.
- Affidavit of the candidate on stamp paper worth Rs. 25/- stating that the original certificate has been irrecoverably lost, attested by Notary Public/First Class Magistrate.
- Recommendation of the Principal/Chief Superintendent of the Examination Centre for cancellation of Examination. (written including practicals)
- 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)
- Attested copy of document (S. S. L. C./X/XII certificate/Transfer Certificate) to prove date of birth.
- Original Transfer Certificate and Original qualifying certificates/Marklists.
- Affidavit of the candidate on stamp paper worth Rs. 25 stating that the original private Registration memo issued has been irrecoverably lost and that he has not been registered fro the exam. attested by Notary Public/First Class Magistrate.
- Original hall ticket (attested copy for partial cancellation) 16. Original qualifying certificate
- Photocopy of Marklist 17. Hall ticket form duly filled in duplicate
- Original Private Registration Memo 18. Original Marklist/Certificate issued
- Sufficient number (+one copy) of proforma/questionnaire 19. Photocopy of the marklists and certificates
- Private Registration form dully filled in

APPLY TO	The Registrar.....	For .....	Attestation of documents
	The Deputy Registrar, Exams III .....	For other service relating to .....	Private Registration
	The Deputy Registrar, Exams II .....	„ .....	Pre degree & B. Com. degree Exams. (Annual Exams.)
	The Deputy Registrar, Exams I .....	„ .....	B.A./B.Sc. degree exams. (Annual Exams.)
	The Deputy Registrar, Exams VI .....	„ .....	M.A./M.Sc./M. Com./MSW/M. Phil. Courses
	The Deputy Registrar, Exams IV .....	„ .....	All Professional courses including B.A./B.Sc. B.Com. (Restructured/Vocational/Semester courses)

Office address:University of Kerala, Thiruvananthapuram-695034 Enquiry Telephone:Tvm.2306422 Extn. 228