

UNIVERSITY OF KERALA

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APPLICATION FOR GENERAL EXAM PURPOSE

APPLICATION FOR -----OF-----EXAM

Details of fee paid: D.D No.-----Dated-----

Bank-----Branch-----for Rs.-----

Cash receipt No.-----Dated-----of FRIENDS / CASH COUNTER for Rs.-----

To be filled in by all applicants (See instructions overleaf)

1.	Name of the Applicant IN-CAPITALS----- (As entered in the University Records)		
2.	Date of birth-----	Sex: Male / Female	
3.	Address (IN CAPITALS)----- for communication----- ----- Pin----- Telephone number with code-----		
4.	College of last study-----		
5.	Name of the course-----Year (s) of study:-----to----- ----- Subsidiaries-----Elective----- Language-----Branch of study-----		
6.	<u>Details of the examination last appeared:</u> ----- Centre of examination----- Register No-----Month-----Year-----College study/Private study		

Select your options clearly. Score off the options not applicable. Fill in the relevant columns

I. ADDITIONAL MARKLIST / RANK CERTIFICATE / TRANSCRIPT / ATTESTATION / DUPLICATE HALL TICKET

Semester/Year	Register Number	Examination		Center and place of Examination	Details of records to be attested
		Month	Year		

II. DETAILED MARKLIST / CONFIDENTIAL MARKLIST

Whole Examination / Part(s)/ Semester /Year of the Exam for which mark list is needed
Full address in CAPITALS to which Confidential Mark list is to be sent (Use additional sheet, if space is insufficient) References to be quoted in the forwarding letter, to identify the candidate's mark list

III. SCRUTINY OF ANSWER BOOKS / CANCELLATION OF EXAMINATION (written including practical as per rule)

Part/ Semester/ Year	Paper	Details of the papers to be scrutinized/ cancelled

IV. DUPLICATE DEGREE CERTIFICATE (details of examination passed in each part /Semester /Year)

Part/ Semester/ Year	Register No	Month and Year	Centre and Place of Examination	Class

V.DUPLICATE PRIVATE REGISTRATION MEMO /CANCELLATION OF REGISTRATION/ and EXAMINATION

Private Regn.Memo No. -----Dated -----for the years(s)-----to----- Centre of examination ----- Name of examination -----Register No.-----Month ----- Year----- Reason for cancellation:
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Place:

Date:

Signature of 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 mark list:	Higher studies First copy 100 do Each additional copy 50 Employment Each copy 200	<table border="1"> <tr> <td>S.F* Per</td> <td></td> </tr> <tr> <td>Part/Semester/Year</td> <td></td> </tr> <tr> <td>1 year after result</td> <td>50</td> </tr> <tr> <td>5 years after result</td> <td>100</td> </tr> <tr> <td>10years after result</td> <td>200</td> </tr> </table>	S.F* Per		Part/Semester/Year		1 year after result	50	5 years after result	100	10years after result	200
S.F* Per													
Part/Semester/Year													
1 year after result	50												
5 years after result	100												
10years after result	200												
1.3	Additional mark list	All courses Each 50 +S.F *											
1.3	Detailed mark list	Per Part/Semester/Year 50 +S.F *											
1.2.19	Rank Certificate	25											
1.2.8.19	Official transcript	250 per copy											
1.2.19	Attestation of mark list/ Pre degree pass certificate	300 per copy											
1.2.19	Attestation of degree/ diploma/ certificate	500 per copy											
1.2.14.19	Exam transcript (Proforma/Questionnaire)	1000 per copy											
1.3.16.17	Duplicate Hall ticket	50											
1.3.12	Scrutiny of answer books	Each paper 30 (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	200											
1.3.9.11.18	Cancellation of exam and registration *	100 *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	50											
1.3.9.10/13	Cancellation of private registration/ unavailed portion without registering for exam	2											

LIST OF ENCLOSURES

1. Original Cash Receipt / D.D. for the fee remitted. **Name of the applicant and purpose should be written on the reverse side of the D.D**
2. Self addressed sufficiently stamped envelope to send articles by Registered Post
3. Self addressed sufficiently stamped envelope to send the articles by post (Registered/ Ordinary /Speed Post)
4. Sufficiently stamped (Registered Post) envelope with the address of the institution where the Confidential Mark list is to be sent. Separate envelope for each institution. Reference, if any, must be superscribed.

5. Affidavit of the candidate on stamp paper worth Rs.25 stating that the original certificate has been irrecoverably lost, attested by Notary Public / I Class Magistrate
6. Recommendation of the Principal /Chief Superintendent of the Examination Centre for cancellation of Examination (written 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 copy of document (S.S.L.C./ X/ XII certificate /Transfer Certificate) to prove date of birth
9. Original Transfer Certificate and Original Qualifying Certificates / Mark lists
10. 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 for the exam, attested by Notary Public/ Ist Class Magistrate

11. Original Hall ticket (attested copy of partial cancellation)
12. Photocopy of mark list
13. Original Private registration memo
14. Sufficient number (+one copy)of proforma /questionnaire
15. Private Registration form duly filled in
16. Original qualifying certificate
17. Hall ticket form duly filled in duplicate
18. Original mark list / Certificate issued
19. Photocopy of the mark lists and certificates

APPLY TO

The Registrar-----For obtaining Attestation of documents

The Deputy Registrar, Exams III-----For other services 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 IV-----“-----M.A /M.Sc /M.Com/MSW /M.Phil courses

The Deputy Registrar, Exams VI -----“-----All professional courses including B.A./ B.Sc./B.Com
(Re structure/ Vocational/ Semester Courses)

**Office address: University of Kerala, Thiruvananthapuram.695034 Enquiry Telephone:TVM 306422 Extn: 228
305994**