INSTRUCTION TO FILL UP APPLICATION FORM

Use one column for each character. If number of columns is insufficient, use abbreviations already in use or mention only the three letters of each word with a blank space in between.

1. Eg. For B. Sc.

B	S	c					

2. Eg. For Computer Science

C	O	M		S	C	I			

3. Eg. For Sree Narayana College, Cherthala

S	N		C	L	L	E	G	E	
C	H	E	R	T	H	A	L	A	

4. This item need to be filled up only if unique identification number for each student of the University has been already allotted.

5. Give the name as in the certificate of qualifying examination. Leave space between adjacent parts of the name.

6. The format is DD MM YY Eg. 24 May 1980 as

2	4	0	5	8	0

C. This section is applicable only to the first appearance of the Candidate in the First Semester / Year

16. Eg. HSE, CBSE or ICSE

17. Eg. ECONOMICS

If the specializations need more than twelve characters mention only the first three letters of each word of specification separated by blanks

Eg. MANAGERIAL ECONOMICS can be writted as

M	A	N		E	C	O				

18. If more than twelve characters are needed mention only the first three characters of each word separated by blanks. The first three characters of the name of the state also should be included at the end. The word 'University' can be ignored.

Eg. For University of Calicut, Kerala

C	A	L		K	E	R				

20 & 21 Applicable only to those Candidate who have passed qualifying examination under the computerized system of Kerala University.

22. Month of qualifying exam

23. Year of qualifying exam

24. Enter 'D', 'F', 'S' or 'T' for Distinction, First, Second or Third

25. Semester / Year – Candidates belonging to year course should mention the year corresponding to the examination they are appearing now. Similarly candidates belonging to semester courses should indicate the semester corresponding to the examination.

26. Admission Year – Indicates the last two digits of the year of admission of the candidate to the 1st Semester / Year of the present course.

28. The total number of papers/subjects that candidate appears for as per this application.

31. If the fee remitted is for only one candidate, indicate 'N'. If the remittance is for a group of students by the Principal indicate 'Y'.

32. In the case of group payment forward a list of candidates for whom group payment is effected. The serial number of the candidate in the list is to be shown. **If column numbers 33, 34 and 35 are left blank, the application form will be rejected.** If payment is for a single candidate item number 32 may be left blank.

33. The amount remitted for one candidate is written here. Even if group payment effected by institutions, amount w.r.t. one candidate alone should be shown here.

E. Fee can be remitted either by Demand Drafts drawn in favour or "The Finance Officer, University of Kerala, Thiruvananthapuram".drafts payable at SBI Main Branch, Thiruvananthapuram.

35. The name of the Bank/Counter where the fee is remitted. If columns are insufficient, the first three letters of each word should be mentioned.

Photo Section is relevant only for those candidates appearing for the first time in the first semester/year of the course.

F. Matriculation details need to be filled up only if the candidate is applying for the first year/semester examinations. If the candidate had his immediate past studies in some other University of equivalent even if it is not relevant to the present course of study the name of the college and University should be mentioned against item 36 and 37, if he had obtained Migration to that University of equivalent.

36. Name of the college/institution with abbreviations if needed.

37. Name of University to be written as described in 14.

38. A candidate is a Matriculate of University of Kerala, if a Migration certificate has not been issued in favour of him corresponding to (or after the issue of) the latest order of Matriculation certificate issued for him from this University . If the matriculation order given to the candidate for an earlier course under this University is still valued the candidate can skip Item N.38 & 39.

39. Date should be written in the format DD MM YY. for example. if a student got Matriculated in the Kerala University w.r.t. an order dated 28/05/1998. the candidate should write.

| 2 | 8 | 0 | 5 | 9 | 8 | |