

# MADURAI KAMARAJ UNIVERSITY

## APPLICATION FORM FOR OBTAINING DEGREE CERTIFICATE (Those who have not applied for Regular Convocations)

To be filled in by the applicant			
Fee Remittance Particulars		Address	
Name of the Bank		Degree	Reg. No.
Place		Name:	
Date			
SBI Reference No			
Amount			
		PINCODE:	

**1. Candidates are directed to go through the instructions carefully before filling the application form.**

2. Defective applications will be **rejected**

1. Name of the degree passed:		Branch / Major			
2. Name of the Candidate as entered in the University records :					
IN ENGLISH (CAPITAL)					
IN TAMIL					
3. Father's name (Mention in Tamil)					
4. Name of the college and year of study:					
Month	Year	Exam Reg. No.	Degree	Class	Exam. Centre
5. If studied through DDE Course, mention the En. No. and year of admission.					
6. If studied privately, mention the Exemption order No. & date					
7. Has the candidate passed any major subject other than the subject now applied, if so furnish the following details					
Name of the Degree	Name of the University		Reg. No.	Month	Year
8. State whether a copy of previous degree enclosed (Please refer instruction No.2)					

Place :

Date :

**Signature of the Candidate**

Please write the Name and Address in the box given below to which the degree certificate to be sent.

1	2
Degree Reg.No.	Degree Reg. No.
Name :	Name :
Address:	Address:
PINCODE:	PINCODE:

## MADURAI KAMARAJ UNIVERSITY

### INSTRUCTIONS TO THE CANDIDATE

Applications with the required fee and enclosures should be sent to the following address:  
**“The Registrar Madurai Kamaraj University, Madurai – 625 021”.**

1. Xerox copy of the provisional certificate, final statement of marks and course completion certificate (DDE) SHOULD BE ENCLOSED for which the convocation application is made.
2. The convocation fee may be paid into the State Bank of India **ONLY THROUGH SBI “ONLINE PAYMENT”**, in favour of the REGISTRAR, Madurai Kamaraj University, Madurai. The Online payment receipt should be sent along with the application. Application, received without the receipt will not be entertained. Demand Draft / Chalan, Money orders, cheques and Treasury Chalans will not be accepted.
3. Candidates who applied for the degrees like M.Phil. / M.A. / M.Sc. / M.Com. / M.Ed. / B.Ed. / M.Li.Sc. / B.Li.Sc. / M.D. / M.S. / M.E. / M.C.A. / M.Sc. / Applied Science / M.B.A. / M.H.M. / M.F.C. / M.L.M. / M.B.M. / B.Litt. / B.L. etc., should enclose an attested Xerox copy of their previous basic degree certificate (not provisional certificate) such as B.A. / B.Sc. / B.Com. / B.B.A. / M.A. / M.Sc. / M.Com. / B.Ed. / B.Li.Sc. / M.B.B.S. / B.E. / B.Sc./ Applied Science / OT B.G.L. Candidates who have not obtained their basic degree are not eligible to apply for the above such post Graduate degrees. Applications received without the Xerox copy of the previous (basic) degree certificates will summarily be rejected.
4. Candidates who have studied and passed under the “Liberalised Scheme” (Age rule) of the Directorate of Distance Education of Madurai Kamaraj University should enclose the Xerox copy of the “Course Completion Certificate”

5. a) Candidates who have passed an additional branch in B.A./ B.Sc. / M.A./ M.Sc./ M.B.A./ (other than those already passed) need not apply for the convocation. Moreover, they need not use this form. A separate application form may be obtained from the Registrar on requisition by such candidates.  
  
b) Candidates qualified for oriental title / certificate / diploma / P.G. Diploma courses may apply for the convocation; Candidate should enclose Xerox copies of the mark statement, provisional certificate and UG degree certificate along with the application.
6. Candidates should not apply for two degrees at a time.
7. Enquiries from the candidates as to the receipt of the applications in the office will not receive attention. Candidates are therefore advised to send the applications by Registered post with acknowledgement due.
8. Application which is not properly filled in and which is received after the due date will not be accepted. Moreover the fees paid will not be refunded.
9. The fees for convocation under the special provision:  
All U.G., P.G., Professional courses, Ph.D., and Certificate/Diploma Courses: **Rs. 1500/-**  
All U.G., P.G., Professional courses, Ph.D., and Certificate/Diploma Courses **Duplicate: Rs.4,000/-**

To obtain Duplicate Degree Certificate, the Candidate is directed to send a requisition along with the copies of the Mark Statement / Provisional Certificate / Degree Certificate with the following documents.

1. An affidavit sworn in by the candidate before the Notary Public.
2. Certificate from the Inspector of Police stating that the Degree Certificate was irrecoverably lost and not traceable. The copy of the receipt for the complaint lodged in the Police Station.
3. Paper Notification evidence copy.