



Cost of Application Rs.25/- should be remitted along with the Fee for the issue of certificate

Serial No.

UNIVERSITY OF MADRAS INSTITUTE OF DISTANCE EDUCATION

IDE Buildings, Chepauk, Chennai - 600 005.

APPLICATION FOR OBTAINING PROVISIONAL CERTIFICATE / CONVOCATION EXTRACT / SPECIAL MEETING OF THE SENATE / CONFERRING TITLES AND DIPLOMAS / CHANGE OF NAME / DUPLICATE DEGREE / DIPLOMA

(Note : Candidate should read the instructions carefully before filling the columns. Any column left blank will cause delay in issuing the Certificate)

Name of the Candidate (in BLOCK LETTERS) As enrolled in the University Records		(In English)		
		(In Tamil)		
Date of Birth		Certificate now applied for		
Name of Father	In Tamil			
Name of Mother	In Tamil			
Name of Examination Passed		Enrolment No./Register No.		
Month & Year of Passing		Branch / Optional Subject Selected		
Semester or Re-structured Pattern		Examination Centre (Final Appearance)		
If the candidate has already applied for Convocation Degree state the month & year of Convocation in which applied			Whether the candidate has enclosed copy of the Transfer Certificate	
Whether the candidate has paid all the Fees due to the IDE		YES / NO	YES / NO	
Candidate should furnish his / her residential Address to which the Certificate is to be sent (To be written in BLOCK LETTERS)		NAME :		
		Address :		
Contact Phone No.		PINCODE :		
<p>NOTE : 1. Candidate who have obtained EXEMPTION from appearing in any subjects should enclose the Original Order together with the three year / two year mark statements 2. Candidate should enclose a copy of the Transfer Certificate issued by the Director, IDE for the issue of Provisional Certificate.</p> <p style="text-align: right;">SIGNATURE OF THE CANDIDATE</p>				
FEE REMITTANCE PARTICULARS		FOR OFFICE USE ONLY (FOR ENDORSEMENT)		
Name of Bank				
Place of Bank				
DD Number & Date				
DD for Rs.				
		TO BE FILLED IN BY THE CANDIDATE	TO BE FILLED IN BY THE OFFICE	
NAME OF CANDIDATE		Class obtained in UG Course		
NAME OF THE DEGREE		Part-I - Language :		
ENROLMENT / REGISTER No.		Part-II - English :		
MONTH & YEAR OF PASSING :		Part-III - Core Course :		
		Class obtained in PG / Diploma :		Optional Subject Selected
		WAM :		
		Folio No. :		Date :
Prepared by	Read by		Examined by	
Section Officer		Assistant Registrar		

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INCOMPLETE ADDRESS WILL CAUSE DELAY

<p>PLEASE ENTER THE ENROLMENT NUMBER ; REGISTER NUMBER</p>	<p>NAME :</p> <p>ADDRESS :</p> <p>Contact Phone No.</p> <p style="text-align: right;">PIN CODE :</p>
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**DETAILS OF THE DEGREE EXAMINATION FOR WHICH THE CANDIDATE HAS APPLIED FOR
PROVISIONAL CERTIFICATE**

NAME OF THE SUBJECT	EN. No. / REG. No.	MONTH & YEAR OF PASSING	EXAMINATION CENTRE	MARKS OBTAINED
Lang : Paper I				
Lang : Paper II				
English : Paper I				
English : Paper II				
Core Course : Main				

Place :

Date :

Signature of the Candidate

N.B. : A SELF-ADDRESSED STAMPED COVER SIZE 20cm X 30cm WITH POSTAL STAMP WORTH OF Rs. 25/- DULY AFFIXED HAS TO BE ENCLOSED ALONG WITH THE APPLICATION. XEROX COPY OF ALL THE STATEMENT OF MARKS OBTAINED BY THE CANDIDATE ARE TO BE ENCLOSED FOR ISSUING PROVISIONAL CERTIFICATE.

INSTRUCTIONS TO CANDIDATES

PRESCRIBED FEES :

1. Fees for Provisional Certificate : Rs.125/- (Rs.100/- for Provisional Certificate and Rs.25/- towards cost of Application) for all the Examinations of this University under various faculties.
2. Fee for change of Name : Rs.425/- (fee of Rs.400/- for Change of Name and Rs.25/- towards cost of application) Original Copies of 1. Gazette 2. Statement of marks 3. Provisional Certificate 4. Degree Certificates 5. Xerox Copy of Transfer Certificate should compulsorily be enclosed.
Duplicate Degree / Diploma : Rs.1025/- (Rs.1000/- towards cost of Duplicate Degree and Rs.25/- towards Cost of application.
1. WITHIN 10 YEARS 2. BETWEEN 11 AND 20 YEARS Rs.1500/- 3. BETWEEN 20 AND 30 YEARS Rs.2000/- Candidate applying for the Duplicate Degree should enclose a Affidavit from a Notary Public in a Bond Paper of Rs.20/- FIR from Inspector or Sub-Inspector of Police by mentioning Crime and Occurance Sheet Number and Date stating that the "Original Degree certificate has been lost beyond recovery."
3. After conferment of degree at the Convocation, Provisional Certificate will not be issued. But only an EXTRACT from the Convocation Report will be issued and the fee prescribed for the same is Rs. 125/- (Rs.100/- for the cost of Certificate & Rs.25 towards cost of application).
4. Fees should be remitted in the form of SBI/Indian Bank Challan / A/c Payee Demand Draft drawn in favour of "THE DIRECTOR INSTITUTE OF DISTANCE EDUCATION, UNIVERSITY OF MADRAS, CHENNAI - 600 005 from any Nationalized Bank payable at Chennai.
5. If the particulars provided above are found defective / incomplete the application will not be accepted and the amount thus paid will not be refunded at any circumstances.