



**APPLICATION FOR
DEGREE CERTIFICATE**

READ INSTRUCTIONS CAREFULLY BEFORE FILLING THE APPLICATION

1. Name of the College where studied :
2. Register Number (Last Appearance) :

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|--|--|--|--|--|--|--|--|--|
3. Mode of receiving Degree : * CONVOCATION / INSTITUTION / POST
4. Name of the Candidate as in University records (BLOCK LETTERS) : In English
- : In Tamil
5. Father`s Name : In English
- : In Tamil
6. Sex :

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| * Male /Female |
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 (* Strike out whichever is not applicable) 7. Date of Birth

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| D | M | Y | | |

8. (a) Degree / Diploma for which : (b) Branch Main.....
application is made
- (c) Month and year of joining the degree Course :
- (d) Month and year of last examination taken to
qualify for the Degree / Diploma :

(e) Classification

| PART | SUBJECT | CLASS OB- |
|-------|------------------|-----------|
| * I | Language : | TAINED |
| * II | Language : | |
| * III | Major : | |

* To be filled - in if applicable

9. Address for communication /
(In Capital Letters)
(Do not write College address)

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| PIN : |
| Contact Phone No. / Mobile No. |

10. Amount of Fees remitted : Rs.....Challan / D. D. No.....Date.....
Bank & Branch :
11. Signature of the Candidate : Date.....
12. Signature of the Principal :
(Applicable to candidates who opt to receive
the Degree thro` Institution)

Date :

College Seal :

INSTRUCTIONS FOR FILLING THE CONVOCATION APPLICATION FORM

1. College of Study : Candidate shall write the name of the College of study. School of Distance Education candidate shall write "SCHOOL OF DISTANCE EDUCATION".
2. **Mode of receiving the Degree - Course**

| | | |
|---|-----|------------|
| (i) Ph. D. / D.Litt / D.Sc., Candidates | ... | |
| (ii) M.Phil. Candidates | ... | In Person |
| (iii) Others (UG, PG, Diplomas etc.) | ... | OR |
| (iv) School of Distance Education Candidates | ... | |
| (v) University Department - all PG Candidates | ... | Inabsentia |

Note : 1. Only Ph.D. candidates Prize winners / Medalists are Permitted to apply in Person.

2. All other candidates should apply for the degree only Inabsentia.

M. Phil. candidates who opt to receive the degree "in Person" will not receive the degree certificate from the Chancellor on the dias. Instead they will be issued with the degree certificate in the convocation hall before the commencement of convocation function and they will stand for a while in their seat when the candidates of the respective faculty are presented.

3. The latest batch of candidates who are notified as eligible to apply for a convocation to receive the degree certificate through institution mode shall apply between the date of convocation notification and date of convocation to receive the certificates through institution mode if willing, otherwise they and all other candidates may be considered as "By Post" mode candidates.
4. Degree certificates in respect of candidates who opt to receive through Institution will be sent to their college provided, the Signature of the Principal had been obtained in column 12 failing which the application will be treated as `Postal mode`. The Degree Certificate will be sent by post directly from the University to the address furnished by the candidate.
5. Candidates who do not know Tamil shall fill in Column 4 and 5 with the help of others knowing Tamil. If the two columns are un-filled, the University will itself give the name in Tamil based on the name in English and any request in future to correct the name in Tamil will not be entertained.
6. All candidates should enclose xerox copies of their HSC and Degree / Provisional Certificate (if obtained) for name and result verification.
7. Applicants for the Post-Graduate Degrees (B.Ed., M.Ed., B.P.Ed., B.L., (3 yrs.) M.C.A., M.B.A., M.Com., M.S.W., M.A., M.Sc., M.E., M.D., M.S., M.Tech., M.Phil., Ph.D., D.Sc., / D. Litt., P.G. Diplomas etc.) should enclose Xerox copies of their previous degree certificate, otherwise the application will be rejected and returned to the candidate. Copy of the Provisional Certificate will not be accepted.
8. Applicants for Ph.D. Degree shall enclose a xerox copy of their qualifying Degree of M.Phil., / M.A. / M.Sc., etc. as the case may be and the xerox copy of the official communication regarding the award of Ph.D.Degree.
9. Remittance of the fees shall be done either through Challan or by Demand Draft in favour of "THE REGISTRAR, BHARATHIAR UNIVERSITY, COIMBATORE - 46". Demand Draft/Challan should be drawn within 10 days prior to the date of application. Challan remittance facility is available at certain branches of Bank of India. In remitting by challan, the white challan specified for. "GENERAL FUND" account of Bharathiar University should be used and the purpose be entered "Convocation Fees and cost of application form". NAME AND REGISTER NUMBER of the candidate should be written on the BACKSIDE LEFT HAND TOP of the Demand Draft without fail.
10. All filled in applications alongwith necessary fees/enclosures shall be sent only to "THE CONTROLLER OF EXAMINATIONS, BHARATHIAR UNIVERSITY, COIMBATORE - 641 046."
11. The applications that are received incomplete/defective will be REJECTED and the amount paid thereof will neither be refunded nor adjusted. Application submitted by any Candidate for the second time by oversight will be rejected and the fee remitted shall not be refunded.
12. Degree Certificate will not be issued if
 - (a) any one of the columns in the applications is not filled (viz., Name of the college where studied, Reg. No., Name., Address for Communication and necessary enclosures., etc.,) (b) he / she has not qualified for degree (c) he / she has not paid prescribed fees in full.
13. Candidates are advised to keep a xerox copy of the filled in convocation application form and Demand Draft (or) Challan, for verification, in case of any clarification required in future.

CHECK LIST : Please Check whether Attested xerox copies of the following certificates are enclosed

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|--|--|
| (a) HSC Mark Sheet. | (b) Provisional Certificate of the Degree (if obtained) for which the application is now made. |
| (c) Previous Degree Certificate (See instruction No. 7) | (d) Official Communication regarding award of D. Sc./ D.Litt./ Ph.D. (in case of D. Sc., / D.Litt. / Ph.D. only) |
| (e) C.R.R. I/II Provisional Certificate in case of M.B.B.S./ B.Sc. Nursing / B.A.M.S. / BPT only | (f) Demand Draft or Bank Challan (Original) |

FEES PARTICULARS FOR ISSUE OF DEGREE CERTIFICATE

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| 1. If applied before the eligible convocation | Rs. 450/- |
| 2. If applied after the Convocation but before one year from the month of passing | Rs. 550/- |
| 3. If applied after one year from the month of passing | Rs. 650/- |
| 4. If applied after two years from the month of passing | Rs. 750/- |
| 5. If applied after three years from the month of passing | Rs. 850/- |
| 6. If applied after four years from the month of passing | Rs. 950/- |
| 7. If applied after five years from the month of passing | Rs. 1050/- |
| 8. If applied after six years from the month of passing | Rs. 1150/- |
| 9. If applied after seven years from the month of passing | Rs. 1250/- |
| 10. If applied after eight years from the month of passing | Rs. 1350/- |
| 11. If applied after nine years from the month of passing | Rs. 1450/- |
- A penalty of Rs. 100/- shall be paid by the D.Sc., / D. Litt. / Ph.D. / M.Phil. (in person) candidates who were not able to attend the Convocation in person for getting the Degree Certificate.
 - UNDER THAKKAL SCHEME TO GET DEGREE CERTIFICATE

| | | | |
|------------------|---|------------|----------------------------------|
| WITHIN A WEEK | - | Rs. 1000/- | (IN ADDITION TO THE NORMAL FEES) |
| WITHIN TWO WEEKS | - | Rs. 500/- | " " " |