



ANNAMALAI UNIVERSITY
APPLICATION FOR ADMISSION TO THE CONVOCATION
(For the students of Distance Education)

Convocation will be held on

To be filled in and submitted so as to reach the Registrar not later than

DEGREE FOR WHICH APPLICATION IS MADE

Name of the candidate as enrolled in the University records (CAPITAL LETTERS)	In English	
	In Tamil	
Present Employment: a) Designation of the post b) Address of employer c) Present total emoluments		
Sex		Male / Female
Father's name with position or occupation		
Permanent Address		
Address to which the Degree / Diploma should be sent (CAPITAL LETTERS)		
Community to which the candidate belongs	OC / BC / MBC / SC / ST	

State the qualifying Examination passed for Degree

1. B.Ed., Optionals	Class Awarded	Exam. Reg. No.	Month & Year of Passing
1.			
2.			

2. B.A., B.Sc. & B.Com. Courses:

Name of the Examination	Exam. Reg. No.	Branch	Class Awarded	Month & Year of Passing
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Pt. I

Pt. II

Pt. III

Pt. IV

B.A., B.Sc. Candidates:
Please specify the Language selected under Part - I

B.Com. Candidates:
Please specify the Optional Subject under Part-IV and subject selected under Part-I

3. Other Courses:

Name of the Examination	Branch with Optional Subjects, if any	Exam. Reg. No.	Class awarded	Month & Year of Passing

Whether the Candidate is also applying for an additional Degree. If so, the degree should be stated.

Whether previous application was ever made for admission to this degree and if so in which year or years?

Date of payment of 'In absentia' fee with particulars

Station:

Date:

Signature of the Applicant

INSTRUCTIONS TO CANDIDATES

Application for admission to the convocation must be sent so as to reach **The Registrar, Annamalai University, Annamalainagar - 608 002** not later than the date mentioned in the front page of application, **ALONG WITH THE XEROX COPIES OF THE PROVISIONAL CERTIFICATE AND MARK SHEETS**. Applications received after the due date will not be entertained.

The fees for taking the Degree / Diploma in absentia are as follows:

1. ALL DEGREE AND DIPLOMA COURSES : **Rs. 750/-**
2. ADDITIONAL FEES:
 - In the case of Candidates who have qualified for the Degree / Diploma at the Examinations more than 1 year but within 4 years from the date of this convocation : **Rs. 150/-**
 - In the case of Candidates who have qualified for the Degree / Diploma at the Examinations more than 4 years from the date of this convocation: **Rs. 250/-**

The fee may be paid at the ICICI Bank Counter in Annamalainagar or the amount may be sent by Demand Draft drawn in favour of **THE REGISTRAR, ANNAMALAI UNIVERSITY, ANNAMALAINAGAR** payable at Chidambaram or Annamalainagar. No Application will be registered unless the prescribed fee has been paid. The fee once paid will under no circumstances be refunded or carried over to a subsequent Convocation.

Candidates must write their Register Number and Name on the reverse of the draft. They should not sign anywhere on the Demand Draft.

N.B.: Enquiries from Candidates as to the receipt of their applications in the office of the Registrar will not receive attention. Each application, if accompanied by a self addressed post-card, will be acknowledged by the return of the post-card with University stamp duly impressed thereon. Applications not received within the due date or defective in details will not be entertained.