



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 : | | |
| Contact Phone No. | | Address : | | |
| | | 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> | | | | |
| SIGNATURE OF THE CANDIDATE | | | | |
| 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 | |

----- CUT HERE -----

INCOMPLETE ADDRESS WILL CAUSE DELAY

| | |
|---|---|
| <p>PLEASE ENTER THE ENROLMENT NUMBER ; REGISTER NUMBER</p> | <p>NAME :</p> <p>ADDRESS :</p> <p>Contact Phone No. PIN CODE :</p> |
|---|---|

