



IN ABSENTIA

ANNAMALAI UNIVERSITY

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

DEGREE FOR WHICH APPLICATION IS MADE

Name of the candidate as enrolled in the University records (CAPITAL LETTERS)	In English	
	In Tamil	
Father's name		
Address to which the Degree / Diploma should be sent [CAPITAL LETTERS WITH PINCODE]		
Sex:	MALE	FEMALE

Programme Details:

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

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

Payment Particulars:

(i) D.D. DETAILS:

Name of the Bank :	<input type="text"/>	DD NO.:	<input type="text"/>
Branch Code :	<input type="text"/>	AMOUNT:	<input type="text"/>
D.D. Date :	<input type="text"/>		

(ii) CASH CHALLAN :

Paid at Cash Counter / IB:	<input type="text"/>	CHALLAN NO.:	<input type="text"/>
Date :	<input type="text"/>	AMOUNT:	<input type="text"/>

- Enter the Register Number & Name at the overleaf of the Demand Draft
- Attach Xerox copy of Provisional Certificate

Station:

Date:

Signature of the Applicant

INSTRUCTIONS TO CANDIDATES

Application for admission to the convocation must be sent to **The Registrar, Annamalai University, Annamalainagar – 608 002**, ALONG WITH THE COPIES OF THE PROVISIONAL CERTIFICATE.

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

- ALL DEGREE AND DIPLOMA COURSES : **Rs. 1,000/-**
- 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. 250/-**
 - 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. 400/-**

The fee may be paid at the Annamalai University Cash 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 accepted unless the prescribed fee has been paid. The fee once paid will under no circumstances be refunded or carried over to a subsequent Convocation.

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.