



EXAMINATION BRANCH
PALAMURU UNIVERSITY, MAHABUBNAGAR-509001(T.S)
APPLICATION FORM FOR OBTAINING DEGREE CERTIFICATE (IN ABSENTIA)
(To be filled in and signed by the concerned candidate only)

Name : _____
(Block letters as per the preceding course passed)

Hall ticket no. : _____

Father's Name : _____
(Block letters as per the preceding course passed)

Mother's Name : _____
(Block letters as per the preceding course passed)

Name of the College: _____

Preceding course passed : _____ (DD/MM/YY) _____

Fee Transfer Details: Date _____ Amount _____ Bank Name & Branch _____

Email ID : _____ Phone No _____

The fee amount(s) Rs.1800/- (to obtain certificate in 15 working days); Rs.2200/- (to obtain the certificate in 7 working days); Rs.2500/- (TATKAL to obtain certificate in 2 working days) + Rs.200/- additionally towards Postal charges if the candidate wants to receive the certificate by post (within India). The amount has to be transferred through RTGS/NEFT into the Registrar, Palamuru University Exam Fee Fund A/c No. 62078258948 (SBI, Ganesh Nagar Branch, Mahabubnagar, IFSC Code: SBIN0016375).

Permanent / Postal Address _____
(Block letters)

PIN CODE _____

AFFIX ONE RECENT
PASSPORT SIZE
PHOTO WITH SELF
ATTESTATION

Name of the Course	Name of the college	Year of study	Medium of instructions	Any other particulars

(For UG courses only)

(Subjects)	HT. No.	Month & Year of passing	CGPA / Division
Part-I: ENGLISH Second Language: _____ Part-II (Optionals) 1. _____ 2. _____ 3. _____			

(For PG / Professional courses only)

Name of the Exam passed	Subjects	HT. No.	Month & Year of Passing	Division

Signature of the Student

Signature of the Principal
With College Seal

OFFICE USE

Inward No. _____ Date : _____

Name : _____ HT. No. : _____

Due date given: _____ Certificate No _____

Certificate Prepared on _____ Checked and prepared by _____

Certificate sent by post on _____

Section in charge

INSTRUCTIONS TO THE CANDIDATE

1. The Degree in Absentia may be issued to the candidate on submission of this form, duly filled in, certified by the Principal concerned, or by a Gazetted Officer to the Controller of Examinations, P.U.
2. The candidate is expected to give the correct and permanent address indicating PIN code, etc., to ensure proper delivery of the degree certificate.
3. The Candidate is instructed to be very careful about the entries made in columns. All entries should be in the Candidate's own handwriting and the Candidate will be personally responsible for all the entries.
4. Incomplete application forms will be rejected without any notice.
5. Fee once paid will not be refunded under any circumstances.
6. If the information furnished is found to be wrong, the candidate will be fined Rs.500/- and necessary criminal action will be initiated according to the rules.
7. The name of the candidate and his/her father's and mother's names given herein should correspond to those mentioned in the Inter/PUC/ degree certificate.
8. **Application form should be attached with the following:**
 - (i) Receipt of the fee paid.
 - (ii) Two Passport Size Photos without affixing Signature.
 - (iii) Attested copies of SSC, Intermediate Certificate, Consolidated marks memo, and Provisional certificate of Intermediate course to obtain UG/B.Pharmacy degree certificate.
 - (iv) Attested copies of UG degree certificate, consolidated marks memo, and Provisional certificate of UG to obtain PG degree certificate.
 - (v) Attested copies of UG certificate, consolidated marks memo, and Provisional certificate of B.Ed/B.P.Ed to obtain M.Ed/M.P.Ed degree certificates.
 - (vi) Attested copies of degree certificate, consolidated marks memo of and Provisional certificate of B.Ed/B.Pharmacy to obtain M.Ed/M.Pharmacy degree certificate.
 - (vii) The candidate is required to submit a Xerox copy of his/her college Identity card/any Photo ID proof and address proof (Xerox copy of Aadhar card/Ration card/Passport/Voters ID card/Driving License) along with application form.
9. Students of University and Constituent Colleges must enclose the Xerox copy of the T.C. or No Dues Certificate with the Principal's attestation on the Application Form.

Note: ***The candidate has to submit the filled-in application form with the prescribed fee and the signature of the Principal of the College where he has studied the Final year.***