



EXAMINATION BRANCH
PALAMURU UNIVERSITY, MAHABUBNAGAR- 509001(T.S)
APPLICATION FORM FOR OBTAINING DEGREE CERTIFICATE IN THE 4th CONVOCATION
(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 : DateAmount Bank

Email ID : Phone No.

Signature of the Candidate

Permanent / Postal Address :
 (Block letters)

 PIN CODE.....

**AFFIX ONE RECENT
 PASSPORT SIZE PHOTO
 WITH SELF
 ATTESTATION**

Signature of the Candidate

Name of the Course	Name of the College	Year of Study	Medium of Instructions	Any other Particulars

(For UG Courses only)

(Subjects)	H.T. No.	Month & Year of Passing	Division
<u>Part-I</u> English Second Language			
<u>Part-II (Optionals)</u> 1. 2. 3.			

(For PG / Professional Courses only)

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

(For Ph.D. Programmes only)

Name of the Department	Subject (Specialization)	Pre-Ph.D. H.T. No.	Title of the Thesis	Month & Year of Awarding

Signature of the Principal

OFFICE USE

Inward No. Date

Name H.T. No.

Due date given Certificate No.

Certificate Prepared on..... Checked and prepared by

Certificate sent by post on

Section In-charge

INSTRUCTION TO THE CANDIDATE

1. The Degree in Absentia may be issued to the candidate on submitting this form, duly filled in, certified by the Principal concerned or by a Gazetted officer to the Controller of Examinations, P.U.,

The fee amount has to be transferred through RTGS / NEFT for credit into Registrar Palamuru University Exam Fee Fund A/c No. **62078258948** (State Bank of India, Ganesh Nagar Branch, Mahabubnagar IFSC Code "SBIN0016375"), The Candidate is instructed to be very careful about the entries to be made in columns. All entries should be in the Candidate's own handwriting and the Candidate will be personally responsible.

2. (2) Passport Size Latest Photos without affixing Signature.
3. The name of the candidate and that of his/her father's and mother's name given herein should correspond to those mentioned in the Inter/PUC/ degree certificate.
4. Attested Copies of memorandum/ consolidated memo of marks and provisional certificate must be attached for reference.
5. The candidate is required to submit Xerox copy of 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.
6. The candidate is expected to give correct and permanent address indicating PIN code, etc. to ensure proper delivery of the degree certificate.
7. The Degree Certificate will be issued to the candidates only on submission of photo identity proof after 30 days of the day of 4th Convocation in the Exam Branch, COE Office, PU. The Incomplete form will be rejected without any notice.
8. Fee once paid will not be refunded under any circumstances.
9. 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.

Note: Candidate has to submit the filled in application form with prescribed fee and the signature of the Principal of the College where he/She has studied the Final Semester.