Cost of application form Rs.25/- should be remitted along with the fee for the issue of certificate.

UNIVERSITY OF MADRAS
INSTITUTE OF DISTANCE EDUCATION
IDE Buildings, Chepauk, Chennai – 600005

APPLICATION FOR ADMISSION TO THE CONVOCATION _____

NAME OF THE DEGREE & SUBJECT											
(Note : Candidate should read the instructions carefully before filling the columns. Any column left blank will cause delay in issuing the Certificate)											
FEE REMITTANCE PARTICULARS (FOR OFFICE USE ONLY)										**Enclose the Reference copy (FOR ENDORSEMENT)**	
Name of the Bank											
Place of the Bank											
D.D. No. & Date / Bank Ref. No.											
Paid Amount	Rs.	**Date:**		**Bank Code :**							
Degree for which application is now made		**Subject**		**Enrolment No.**		**Month**		**Year of Passing**			
Name of the Candidate in BLOCK LETTERS as enrolled in the Institute											
Name of the Candidate in English											
Name of the Candidate in Tamil											
Date of Birth (DD/MM/YYYY)										**Gender (M/F/T)**	
Expansion of the Initial											
Name of the Father in Tamil / English											
Year of Admission / Period of Study											
Whether the candidate has underwent Semester Pattern or Restructured Pattern	**Semester Pattern / Restructure Pattern**										
Whether the candidate has enclosed the EXEMPTION ORDER issued by the Director, IDE together with 3 years /2 years mark statements	**YES / NO**										
Centre at which last Examination taken by the candidate											
For PG Course Candidates	**Overall Grade**			**OGPA**				**Class**			
If the candidate has applied for Convocation Degree state the month & year of Convocation in which applied				Whether the candidate has enclosed the T.C./Course Completion Certificate							
Whether the candidate has paid all the Fees due to the IDE (Enclose the bank challan copy)	YES / NO			YES / NO							
Residential Address to which the Degree has to be sent **ENROLMENT NUMBER**	Name : Address : :										
Email ID :		**Mobile No.**								**PIN**	
Place : **Date :**	**Signature of the Candidate**										

IMPORTANT NOTE :

- **Application form for issue of Degree is to be submitted to IDE within three months time from the date of publication of the June/December Examinations results every year, failing which the additional fee should be paid along with prescribed fee of Rs.175/- + Rs.500/- = Rs.675/- = Rs.925/- respectively as per the Instructions to Candidates - Serial No.2.**
- **Degree/Diploma will be issued to candidates only after the convocation is held.**

---------- **CUT HERE** ----------

INCOMPLETE ADDRESS WILL CAUSE DELAY

NAME : _____																	
ENROLMENT NUMBER: _____																	
ADDRESS : _____																	
: _____																	
Mobile No.											PIN						

♦ **DETAILS OF THE DEGREE EXAMINATION FOR WHICH THE CANDIDATE HAS APPLIED FOR CONVOCATION CERTIFICATE**

Name of the Subject	Enrolment Number	Month & Year of Passing	Examination Centre	Marks Obtained

Degree	Enrolment Number	Month & Year Passing	Examination Centre

Place :

Date : Signature of the Candidate

INSTRUCTION TO CANDIDATES

PRESCRIBED FEE :

1. IDE Candidates should not use the application form for Convocation prescribed for the Regular College Candidates.
2. Fee particulars : Convocation Degree : Rs.175/- (Convocation Fee Rs.150/- + Cost of Application Rs.25/-). Additional Fee : In the case of candidate who qualified for their Degree earlier to this Convocation [i.e. (i) Up to Five Years : Rs.675/-. (ii) More than Five Years : Rs.925/-.]
3. Candidates for the Post Graduate Convocation Degree (i.e. MA/M.Sc./M.Com/MLIS/M.Ed./MCA/MBA/M.Sc.IT)/M.Music and Under Graduate Convocation Degree (ie B.Ed./BLIS) should enclose the attested photo copies of their Basic Degree (viz. BA/B.Sc./B.Com/B.Lit./B.Ed./BBA/BCA/B.Music. etc.) compulsory. Original copy of the Provisional Certificate or any other related documents should not be enclosed on any account.
4. **Candidates for the Under Graduate Convocation Degree should enclose the attested Photostat copy or photocopies of the Mark Statements of passing the Degree. Otherwise their application will be rejected and the fee remitted for the same will not be refunded under any circumstances.**
5. Candidates who have obtained exemption from appearing in any subjects should enclose the photocopy of the original order together with the three years/ Two years mark statements.
6. **Candidates should enclose a copy of the Course Completion Certificate/ T.C. issued by the Director, IDE, University of Madras.**
7. The Prescribed fees should be remitted in the form of SBI/Indian Bank Challan of any Branch or A/c Payee DD in favour of "***The Director, Institute of Distance Education, University of Madras***" from any Nationalised Bank payable in Chennai.