



Cost of Application 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 OBTAINING PROVISIONAL CERTIFICATE / CHANGE OF NAME

(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) and EnCLOSE the Reference copy (FOR ENDORSEMENT) fields including Name of the Bank, Paid Amount, Degree for which application is now made, and NAME OF THE DEGREE & SUBJECT.

Name of the Candidate (in English/Tamil), Date of Birth, Name of Father/Mother, Enrolment No., Branch / Optional Subject selected, Examination Centre, Whether the candidate has enclosed the T.C./Course Completion Certificate, Residential Address, Mobile No., PIN, and Signature of the Candidate.

Form with fields for NAME OF THE CANDIDATE, NAME OF THE DEGREE, ENROLMENT NUMBER, MONTH & YEAR OF PASSING, and Class obtained in UG Course, PG/Diploma, WAM.

Prepare by

Read by

Examined by

Assistant Registrar

CUT HERE

INCOMPLETE ADDRESS WILL CAUSE DELAY

Form with fields for NAME, ENROLMENT NUMBER, ADDRESS, and Mobile No.

DETAILS OF THE DEGREE EXAMINATION FOR WHICH THE CANDIDATE HAS APPLIED FOR PROVISIONAL CERTIFICATE

Name of the Subject	En. No./ Reg. No.	Month & Year of Passing	Examination Centre	Marks Obtained

Place :  
Date :

Signature of the Candidate

**N.B. : PHOTOCOPY OF ALL THE STATEMENT OF MARKS AND COURSE COMPLETION CERTIFICATE OBTAINED BY THE CANDIDATE  
ARE TO BE ENCLOSED FOR ISSUING PROVISIONAL CERTIFICATE.**

**INSTRUCTION TO CANDIDATES**

PRESCRIBED FEE :

- Fee for Provisional Certificate** : Rs.125/- (Rs.100/- for Provisional Certificate and Rs.25/- towards cost of Application for all the Examinations of this University under various faculties).
- Fee for Change of Name** : Rs.1,025/- (fee for Rs.1,000/- for Change of Name and Rs.25/- towards cost of application) **Original Copies** of  
i) Gazette ii) Statement of marks iii) Provisional Certificate iv) Degree Certificate v) Photo Copy of the Course Completion Certificate /T.C. should compulsorily be enclosed.
- Fee should be remitted in the form of Indian Bank Challan/ A/c Payee Demand Draft drawn in favour of **“The Director, Institute of Distance Education, University of Madras, Chennai - 600005”** from any Nationalized Bank payable at Chennai.
- If the particulars provided above are found defective/incomplete and their application will not be accepted and the amount thus paid will not be refunded at any circumstances.