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

Name   :...
(Block letters as per the previous exam)

Hall Ticket No.   :...

Father's Name   :...
(Block letters as per the previous exam)

Mother's Name   :...
(Block letters as per the previous exam)

Name of the College:..

Applied for   : ....

Exam Passed   : (DD/MM/YY)........….................... Appeared (DD/MM/YY)...................….......

Email ID   : ….. Phone No..

Fee Transfer Details: Date ……………. Amount …………………. Bank …………………....................

NEFT / RTGS Receipt No.: ....

The fee amount(s) of **Rs.1050/-** (to obtain certificate in 14 working days); **Rs.1550/-** (to obtain the certificate in 7 working days) + Rs.200/- additional towards Postal charges if the candidate wants to receive the certificate by post with in India, for other than India Rs.3,000/- has to be transferred through RTGS/NEFT for credit into 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	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 seal

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

INSTRUCTIONS 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 Gazzetted Officer to the Controller of Examinations, P.U.

2. The candidate is expected to give 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 to be made in columns. All entries should be in the Candidate's own hand writing and the Candidate will be personally responsible.

4. Incomplete application form 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 that of his/her father's and mother's name given here in should correspond to those mentioned in the Inter/PUC/ degree certificate.

8. **Application form should be attached with the following:**
    (i)   Two Latest Passport Size Photos without affixing Signature.
    (ii)   Attested copies of Intermediate certificate, consolidated marks memo and provisional certificate of UG/B.Pharmacy to obtain UG/B.Pharmacy degree certificate.
    (iii)   Attested copies of UG degree certificate, consolidated marks memo and provisional certificate of UG to obtain PG degree certificate.
    (iv)   Attested copies of UG certificate, consolidated marks memo and provisional certificate of B.Ed./B.P.Ed. to obtain B.Ed./B.P.Ed. Degree certificates.
    (v)   Attested copies of B.Ed./B.Pharmacy degree certificate, consolidated marks memo of and provisional certificate of B.Ed./ B.Pharmacy to obtain M.Ed./M.Pharmacy degree certificate.
    (vi)   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.

9. Students of University and Constituent Colleges must enclose the Xerox copy of the T.C. or No Dues Certificate with Principal's attestation on the Application Form.

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

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