



BHARATHIDASAN UNIVERSITY

(Accredited with "A+" Grade by NAAC in the Third Cycle)

Tiruchirappalli – 620 024.

APPLICATION FOR OBTAINING DEGREE CERTIFICATE

(UG/PG/M.Phil/DIPLOMA/CERTIFICATE)

(Read the instructions carefully before filling the application)

IN - ABSENTIA

Affix
Latest
Colour
Photo

3.5 cm x 4.5 cm

Particulars of Remittance of Fee				Remarks (For office use only)
Name of the Bank	DD/DU. No.	Date	Amount	

1. Name of the Candidate (In English)
(as entered in University Records in
Block letters) _____

Name in Tamil _____

2. Expansion of initial in English _____

In Tamil _____

3. Date of Birth _____

4. Sex (Tick appropriate box)

Male

Female

Transgender

5. Community (Tick appropriate box)

OC

BC

MBC

SC

ST

BCM

DNC

SCA

6. Physically Challenged / Visually Impaired
(Tick appropriate box)

PH

VI

7. Address to which communication
to be sent (write legibly) } _____

a. Phone No. _____

(with STD code)

b. Mobile No: _____

c. Aadhar No: _____

d. E-mail Id : _____

Pin code

8. Details of the Degree to which the application is now made

(i) Degree Qualified _____

(v) Year of Passing

(ii) Subject / Major _____

(vi) Centre Code

(iii) Examination Reg. No. _____

(vii) Year of Admission

(iv) College / Centre for Distance Education : _____

UG:

CGPA	Grade	Credit	<u>Performance</u> Classification	Total Marks	Class

PG:

CGPA	Grade	Credit	<u>Performance</u> Classification	Total Marks	Class

9. Whether the candidate has already obtained a Degree? If so, give details

a. Name of the Degree and the University from which it was obtained

b. Year of Passing

Reg. No.

Application defective in any form or insufficient in particulars will be summarily rejected

ENCLOSURES:

1. Prescribed fee: online payment receipt copy or the Demand Draft.
2. Copy of the Provisional Certificate.
3. Copy of the Consolidated Marks Statement qualifying for the Present Degree.
4. Copy of the Communication if any, for admitting the candidate to present course as received from this office for transfer of College / University.
5. Copy of the Transfer Certificate issued by the Principal/Director, Centre for Distance Education.
6. Candidates who apply for Post Graduate Degree must enclose their UG Degree Certificate/Basic Degree copy.
7. Copy of the ID Proof like Aadhaar Card/Voter ID/Driving License, etc.
8. One Passport Size Photo should be enclosed (size 3.5cm x 4.5cm) and the candidate should write his / her name, Register Number & Centre Code of the College/PCP Centre on the back of the photo.

Station :

Date :

Signature of the Candidate

Certified that the particulars furnished have been verified and they are correct.

College Seal with date

Signature of the Principal / Head of University Department

BHARATHIDASAN UNIVERSITY

TIRUCHIRAPPALLI – 620 024.

DEGREE CERTIFICATE - Instructions to Candidates

1. All the candidates of the U.G. / P.G. courses who have won Prizes or Medals and the candidates who are qualified for Ph.D. since the last convocation shall be admitted to this convocation In-Person.
2. All other candidates shall be permitted to take their degrees **In-Absentia** only.
3. All the candidates who have undergone the Course in Affiliated Colleges and have passed the qualifying examination shall send their application forms through the respective Colleges only. **THE DEGREE CERTIFICATES OF ALL THE CANDIDATES FROM AFFILIATED COLLEGES WHO ARE ADMITTED INTO THE COVOCATION IN-ABSENTIA SHALL RECEIVE THE DEGREE/ DIPLOMA ONLY THROUGH THE RESPECTIVE COLLEGES.**
4. (a) All the candidates who have already qualified for the degrees and have not applied so far can come to the University **In-Person** and should apply through **Tatkal System**.
(b) They have to fill up and submit a separate application form issued by the “**Student Affairs Section**”. For more details, visit our University website (www.bdu.ac.in) “**Tatkal**”.
5. The Candidates who have qualified for their programme through Distance Education shall send their application form to The Director, Centre for Distance Education, through their respective PCP centres.
6. The Candidates who have qualified for their programme offered by various departments of Bharathidasan University shall send their application forms through the Head of the Department.
7. (a) Graduates of Bharathidasan University who apply for the following degrees should enclose an attested copy of their original qualifying Degree / Diploma along with the application and the relevant column in the application form should be carefully filled in :

**B.G.L., B.L. (3 YEAR COURSE), B.A. (Academic Law), B.L. (5 Year Course),
B. Ed., M.Ed., M.A., M.Sc., M.Com., M.S., M.D., M.E., M.Tech., M.B.A., M.R.Tech.,
M.C.A., M.R. Sc. (3 Year Course), M.Phil., Ph.D.**

(b) CANDIDATES WHO HAVE OBTAINED THE BASIC DEGREE FROM UNIVERSITIES OTHER THAN BHARATHIDASAN UNIVERSITY, AND HAVE QUALIFIED FOR A HIGHER / DEGREE AT THIS UNIVERSITY, SHOULD ENCLOSE THEIR ATTESTED COPY OF THE DEGREE CERTIFICATES.
(c) The Present Degree Certificate will be released only on production of the basic degree certificate copy, if any.
8. (a). Candidates should not apply for **Two Degree certificates at a time**.
(b). Candidates who have improved their previous performance (after obtaining the Degree Certificate) and now wish to apply for Degree Certificate so as to include the improved class, will not be admitted to obtain Degree Certificate in the present convocation.

9. Following are the prescribed fees for admission to the Bachelor, Master Degrees & Professional Degrees, M.Phil., Certificate Course & Diploma.

(a) **FEES PARTICULARS IN DETAIL :**

Current Year	After 1 to 4 Years	5 to 10 Years	11 to 14 Years	15 to 20 Years	Above 20 Years
Rs. 800/-	Rs. 1600/-	Rs. 3200/-	Rs. 4000/-	Rs. 5000/-	Rs. 7500/-

- (b) Candidates applying for the convocation must apply in the prescribed application form available on the Bharathidasan University website www.bdu.ac.in along with the convocation fees online (Payment Receipt should be enclosed) or by Demand Draft drawn in favour of “Bharathidasan University” payable at Tiruchirappalli – 620 024.
10. (a) Fees once paid will not be refunded/transferred.
- (b) Degree Certificates will be despatched to the respective Colleges/Distance Education directly from this office as early as possible after the Convocation.
- (c) Candidates should write the purpose to which DD is taken, their Name, Register Number, Subject, College, Centre Code Number and Mobile Number on the back of the Demand Draft to ensure that the payment is accounted to respective candidates only.

Note: Candidates who have paid the Convocation fee along with their Examination fee, need not pay the Convocation fee separately and they are to submit only the filled in application.