

**UNIVERSITY OF KERALA**  
**SCHOOL OF DISTANCE EDUCATION**  
**APPLICATION FORM FOR READMISSION**

Please fill all fields indicated by \*

(Photo attested by  
any Gazetted Officer)

<b>Details regarding the course</b>	
1. Category of Program*	
2. Name of Program*	
3. Optional Subject*	
4. Subsidiary Subject*	
5. Second Language*	
6. Readmission (Specify the required year of readmission)	
<b>Personal Information</b>	
1. Name of the Candidate*	
2. Expansion of Initial*	
3. Name of Father/Mother/Guardian*	
4. Date of Birth*	
5. Gender*	
6. Nationality*	
7. Mother Tongue*	
8. Religion*	
9. Caste*	
10. Caste reservation group*	
11. Eligible for fee concession* (Only SC/ST/OEC candidates are eligible for fee concession.OEC students should remit the fee which will be refunded later)	
12. Marital Status	
13. Residing Nation*	
14. Residing District*	
15. Phone	
16. Mobile*	
17. E-mail id*	
18. Contact Address* Address Line 1 Address Line 2 Address Line 3	

Pincode						
19. Permanent Address*						
Address Line 1						
Address Line 2						
Address Line 3						
Pincode						
<b>Details Regarding the Transfer Certificate</b>						
1. Name of the Institution*						
2. Name of the Course*						
3. TC Number*						
4. Date of issuing TC						
5. Migration Certificate No. (if any)						
<b>Details regarding the Qualification(Please refer Eligibility Criteria)</b>						
1. Name of the Institution						
2. Name of the Course						
3. Register Number						
4. Month & Year of passing						
5. Name of the University/Board						
<b>Details regarding the Qualified Mark</b>						
1 .Marks secured		Part I	Part II	Part III		
2. Remarks(regarding the parts)						
3.Total Marks Secured						
4.Maximum marks						
<b>Details regarding the Last Course attended in SDE(UG/PG)</b>						
1. Enrolment Number						
2. Year of Admission						
3. Whether Discontinued. & Reason for leaving						
4. Examination Register Number(UG/PG)						
5. Exam Centre						
<b>Details regarding the Course attended</b>						
Course	Register Number	Year of Passing	Subject	Name of Institution / Pvt. Regn. / Distance Education	Passed/ failed/ incomplete	Name of university/ board
SSLC/CBSE*						

HSC/PDC/VHSE*						
DEGREE						
PG						
DIPLOMA						
MBBS						
OTHER						

**Details regarding the remittance of Prospectus Fee /Tuition Fee**

1. Draft Number/Challan No*	
2. Date of Payment*	
3. Amount*	
4. Name of the Bank/Friends /CC*	
5. Place of the Bank/ Friends /CC*	

**Details regarding the Employment**

Are you Employed? (if yes mention the details)	Yes/No
1.Designation	
2.Office Address	

**Please check the Requisite Documents attached along with the Offline Printout**

<input type="checkbox"/> Affidavit(Original)	<input type="checkbox"/> Income Certificate(Original)
<input type="checkbox"/> Caste Certificate(Original)	<input type="checkbox"/> Marklist of Qualifying Examination(Original)
<input type="checkbox"/> CBSE XII Pass Certificate (Original)	<input type="checkbox"/> PDC Marklist(Original)
<input type="checkbox"/> DD/Pay- in- slip for Prospectus fee	<input type="checkbox"/> PG Certificate (Original)
<input type="checkbox"/> Degree certificate(Original)	<input type="checkbox"/> Provisional Certificate (Original)
<input type="checkbox"/> Hall ticket(Attested copy) for readmission	<input type="checkbox"/> Sahithyacharya Certificate(Original)
<input type="checkbox"/> ID card issued by SDE Kerala University	<input type="checkbox"/> Transfer Certificate(Original)
<input type="checkbox"/> ISC Pass certificate(Original)	<input type="checkbox"/> SSLC Certificate(Attested copy)
<input type="checkbox"/> Migration certificate(Original)	<input type="checkbox"/> VHSE Pass Certificate(Original)
<input type="checkbox"/> PDC Pass Certificate(Original)	<input type="checkbox"/> Scholarship form(Original)
<input type="checkbox"/> PGDCA(Original)	<input type="checkbox"/> DD/Pay in slip for tuition fee
<input type="checkbox"/> Cancellation Memo(Original)	<input type="checkbox"/> Eligibility Certificate (Original)
<input type="checkbox"/> CBSE XII Marklist(Original)	<input type="checkbox"/> HSE Certificate (Original)
<input type="checkbox"/> DD/Pay in slip for DDF	

Date

Name with Signature:

## INSTRUCTIONS

### **The candidates are advised to read the instructions carefully**

- ✓ Download the re-admission application form
- ✓ Please make sure that you meet the eligibility criteria before filling up of the form
- ✓ Fill up the available information under appropriate sections.
- ✓ Make sure to sign and affix photo on the application form
- ✓ The application form duly signed by the candidate & attested by a gazetted officer accompanying all relevant certificates, fee receipts shall be submitted to **The Director, School of Distance education, Senate House Campus, Palayam, Thiruvananthapuram, Kerala 695034**

### **Mode of Remittance of Fee**

- ✓ Fee can be remitted by University Cash Counter or Friends/Janasevakendrams or by Demand Draft at the SBI or the District Cooperative bank drawn in favour of the Finance Officer, University of Kerala payable at Thiruvananthapuram.

### **Name of Programmes & Fee structure for each course is shown below:**

<b>Name of Programme</b>	<b>Fees</b>
B.A	Rs.2300/-
B.Com / B.Com Co-operation	Rs.2300/-
B.Sc. Mathematics	Rs.3300/- (for II Year) Rs.3800/- (for III Year)
M.A.	Rs.3300/-
M.Sc Mathematics	Rs.4300/-
M.Com	Rs.3300/-

**NB : B.Sc CS, BCA, B.Com CA, M.Sc CS** – These candidates will be eligible for applying examination if they have Attendance, Lab, Assignments completed but have not registered for previous examination.

### **Enclosures for UG & PG Programmes.**

- ✓ Duly attested readmission application form (attestation should be done by any gazetted officer)
- ✓ A passport size photograph

- ✓ DD/University Pay-in-Slip regarding the First & Second Instalment Tuition Fee including Re-admission Fee of Rs.300/-
- ✓ Photocopy of Date of Birth Certificate/Class X certificate
- ✓ Original Qualifying Certificate (as may be applicable)
- ✓ Original Mark Sheet (as may be applicable)
- ✓ Original Transfer Certificate
- ✓ Any other certificates (Photocopy) pertaining to academic and other activities.
- ✓ SLM can be collected from SDE office.
- ✓ Migration Certificate if any.

***Note : University have the right to remove an invalid application from the database without intimating the applicant.***

**For Enquiry:**

**Phone: 0471 2300132**

**E-mail: [sdekeralauniversity@gmail.com](mailto:sdekeralauniversity@gmail.com)**