

COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY



APPLICATION FOR EQUIVALENCE CERTIFICATE

(Read the instructions carefully before filling the form. All details must be filled in English only.)

1.	Name of Candidate and full address with Pincode & Phone number (in BLOCK letters)			
2.	Degree secured with details Name of Institution, Place, Year, Name of Degree, Rank/class			
3.	Degree from CUSAT to be equated			
4.	Enclose attested copies of the Degree Certificate, Mark list and Transfer Certificate [tick mark]	Certificate	Mark list	T.C.
5.	Syllabus, Scheme of Exam and Rules and Regulations regarding admission & conduct of the course, certified by the Registrar of the concerned University (typed documents are to be certified by the Registrar in the first and last pages, and photocopies are to be certified in all the pages) [Tick mark, if enclosed]	Syllabus: Scheme: Rules & Regulations:		
6.	Fee Receipt (enclose in original)	Receipt No: Amount: Date:		

Note: As per U.O. No. Ac.C1/Recogn/2014 PF1, Equivalence Certificate shall be issued for outside purposes, ONLY against academic programmes conducted by CUSAT.

Signature of the Applicant with date

For office purpose

Verify enclosures:	Yes/No
Whether similar certificate issued earlier in identical case.	
Short comments, if any:	
Date of meeting of Statutory Equivalence Committee:	
Recommendations of the Committee	
Recommended or not	
Date of issue of certificate with details	
Acknowledgement from Applicant	

Signature of authorized University Officer:

INSTRUCTIONS TO THE APPLICANTS

1. As per the decision of the Academic Council (held on 10.04.2015), the equivalence certificate shall be issued only against the academic programmes conducted by CUSAT, on the condition that, at least 70% of both the syllabi are equal.
2. The degree acquired by the applicant in S.No.2 (in the application form) will be considered by the Equivalence Committee for equivalence only to the degree offered by CUSAT specified by the applicant in S.No.3 (in the application form). **In case the Committee declines the request of the applicant, fee remitted will not be refunded.**
3. *Fee to be remitted is ₹ 5,790/-(for each degree). In case of degree acquired from CUSAT, the fee is ₹ 1,160/-.
4. Fee can be remitted at University cash counter between 10:00 am to 03:00 pm or by way of Demand draft. The DD should be drawn at State Bank of Travancore (SBT) in favor of The Registrar, CUSAT payable at Cochin University Campus branch (Code: 70235). The DD/Original fee receipt should be enclosed along with the application form.
5. List of documents to be enclosed along with the application are:
 - i. Attested (by the gazetted officer) copy of the concerned Degree certificate.
 - ii. Attested (by the gazetted officer) copy of consolidated Mark list.
 - iii. Attested (by the gazetted officer) copy of T.C.(Transfer Certificate)/Course Completion Certificate to prove that the applicant has undergone the course through Regular mode.
 - iv. **Syllabus, Scheme, Rules and Regulation of the degree acquired by the applicant (which requires Equivalence) attested by the Registrar/Head of the Institution.**
6. Specify whether the certificate shall be posted to the address of the applicant or will be collected by the applicant in person/ through authorized person. If authorizing, an authorization letter must be enclosed with the application. The authorized person must bring his/her ID proof for collecting the Certificate.
7. Completed application form can be submitted to Tappal section, Administrative Office, or send to the following address “The Registrar, Cochin University of Science and Technology, Kochi-682 022,Kerala,India.” along with the above mentioned documents (in S.No. 4 and 5).
8. It may take a minimum of three months to issue the Certificate.

****Fee is for the financial year 2016-17, there will be a hike of 5% in the fee every financial year.***
