

COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY



APPLICATION FOR RECOGNITION 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 and Phone Number (in BLOCK letters)			
2.	Degree secured with details Name of Institution, Place, Year, Name of Degree, Rank/Class			
3.	Regular/Distance Mode			
4.	Purpose [enclose proof]			
5.	Enclose attested copies of the Degree Certificate, Mark list and Course Completion or Transfer Certificate [tick mark]	Certificate	Mark list	T.C.
6.	University/Board to be recognized, a. Whether State/Central or Private University.			
	b. Year of establishment			
	c. Proof of recognition/accreditation of the University by any authority.			
	d. Name of the authority			
7.	Fee Receipt (enclose in original)	Receipt No: Amount: Date:		

Signature of the Applicant with date

For office purpose

Verify enclosures:	Yes/No
Short comments, if any:	

Date of meeting of Deans' Committee:	
Recommendations of the Committee	
Recommended or not	
Date of issue of certificate with details	
Acknowledgement from Applicant	

Signature of authorized University Officer:

PROCEDURE TO APPLY FOR RECOGNITION CERTIFICATE

Recognition Certificate will be issued only for the purpose of Employment/Higher Education in CUSAT.

1. 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 following documents:
 - i. *Fee to be remitted is ₹ 610/-(for each degree). 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 India (SBI) in favour 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.
 - ii. Attested (by the gazetted officer) copy of the concerned Degree certificate.
 - iii. Attested (by the gazetted officer) copy of consolidated Mark list.
 - iv. 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.
 - v. **Proof** for the purpose for which the certificate is requested.(copy of interview memo or online application sent by the applicant etc)
 - vi. **In case of Foreign Degrees**, in addition to the above, the following supporting documents are also to be submitted.
 - a. Whether the degree has been awarded by a public /private Institution in that country.
 - b. World Ranking of the institution assigned by reputed agencies like Times Now, Thomson –Reuters etc.
 - c. The website details of the institution.
 - d. Scheme/credit details/duration of the relevant program undergone by the applicant.
 - e. English translation of the Certificates, if the certificates are in any other foreign language.
 - f. Whether the degree acquired by the applicant has been approved/recognized by any other Government agencies or approved institutions in India .
2. 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.
3. It may take a minimum of three weeks to issue the Certificate.

****Fee is for the financial year 2017-18, there will be a hike of 5% in the fee every financial year.***
