

# 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.***

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