

### **Check List – At the time admission**

1. The candidates selected for admission to the Ph.D. programmes in the University Departments/Institutions shall be required to submit
  - The application in the prescribed format
  - Original transfer certificate
  - Conduct certificate (issued by the Institution last studied)
  - SSLC Book / School Leaving Certificate
  - Community / Caste Certificate (in the case of deserving candidates)
  - Statements of marks (UG, PG, M. Phil etc)
  - Degree certificates of Post Graduate and M. Phil. Degree Courses,
  - Detailed Research hypothesis & related testimonials
  - Any other document required by the Research Department / Institution
2. Application submitted at the Department shall be forwarded to the University by the Head of the Department along with the minutes of Research Committee and detailed rank list. In the case of the Recognized Institutions, the Head of the Institution shall forward the applications and connected documents to the University along with minutes of the Research Committee and detailed rank list (including the marks of the interview). In no case the candidate can submit the application directly to the University.
3. The Research Departments/Institutions shall forward the following documents to the University after having granted the provisional admission to the selected candidates for Ph.D.

#### **Registration:-**

- Applications in the prescribed format duly filled in.
  - Copies of following documents duly attested by a Gazetted Officer with the name of the officer, designation, office seal and date.
    - PG Certificate
    - PG Mark list which should be full and complete
    - Recognition of PG in case of required candidates (See item no IV below)
    - UG Certificate
    - e) UG Mark list
    - SSLC Book
    - Caste/ Community Certificate for eligible candidates
    - Proof of national/state eligibility tests for claiming exemption from admission test
  - No Objection Certificate from the employer for doing Ph.D. at CUSAT.
  - Experience/Service Certificate from the employer. (Specifying the post held, the scale of pay and the total period of service put in by the candidate - It should be for continuous five years with the present employer and fragmented service will not be considered).
  - Copy of the detailed Synopsis/Research Proposal, with the name and signature of the candidate, counter signed by the Guide.
  - Certificate from the guide stating that the topic of research is useful to the mankind and will expand the horizon of knowledge.
  - Original or attested copy of the receipt of fee remitted towards admission.
  - Joining report in the prescribed format
4. In case of candidates who have qualifying degree from outside the State of Kerala, recognition certificate from the Examination (C) Section must be obtained on observation of due formalities prescribed by them, and their registration will be considered only after producing recognition certificate.

5. The application submitted once to a University Department for a particular admission as per notification shall not be considered for subsequent admissions. In case, the programme for which the application is submitted is not offered in the concerned Department/Institution, the application will be rejected.