

**COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY****Application for Degree/Diploma Certificate under Fast Track**

(Please read the Instructions carefully, before filling this form. All the fields should be filled in with utmost care. Incomplete Application will be summarily rejected.)

1	Name of the applicant in full, as enrolled in the University records ( <b>in BLOCK letters</b> ) (The "spacing" between words and initials in the name should be clearly marked)											
2	Date of Birth (DD/MM/YYYY)				3	Gender (Male / Female)						
4.	Address to which the Degree / Diploma should be sent ( <b>in BLOCK letters</b> ). <i>PIN CODE is to be compulsorily indicated (enclose attested copy of proof of address)</i>											
	Post Office											
	Pin code											
	District											
	State											
5	Contact references:		(i) Land line with STD Code			(ii) Mobile No.			(iii) email address			
6	<b>Details of fees paid: (see Instruction No.6, Page No.2)</b>											
(i)	Amount of fees paid ( <b>in figures</b> )					₹						
(ii)	If remitted in <b>Cash</b> at University Cash Counter, Cash Receipt reference ( <u>Original Receipt to be enclosed</u> )					Receipt No:			Dated:			
(iii)	<b>If remitted by Demand Draft</b> , Demand Draft reference ( <i>see Instruction No.6 - IMPORTANT</i> )					DD No:			Dated:			
7	<b>Whether Consolidated mark list (incorporating all semesters' grand total) received/applied for</b>					Yes <input type="checkbox"/>			No <input type="checkbox"/> [ <i>If not, see the Instruction No.3, Page No.2</i> ]			
8	Whether any Revaluation/External Improvement results pending											
9(i)	<b>Details of Examination passed:</b>											
	<b>Name of the Degree</b>		<b>Subject/Branch/Faculty</b>			<b>Classification</b>		<b>Register Number</b>				
	<b>Semester</b>		<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>	<b>V</b>	<b>VI</b>	<b>VII</b>	<b>VIII</b>	<b>IX</b>	<b>X</b>
(ii)	Month & Year of passing (if applicable)											
(iii)	Month & Year of passing final semester					Month & Year of back-semester, if any, cleared later on						
10 (i)	Name of the College/Institution/ University Department where the candidate did the course											
(ii)	Period (academic years) of study / research					From:			To:			
11	Subject of Specialization, if any											
12	Whether the Course was Full-time (or) Part-time											
13 (i)	In the case of Research Degree (D.Sc/D.Litt/ Ph.D/M.E {By research}) - Title of the Thesis											
(ii)	University Notification details regarding eligibility for award of the Degree ( <b>enclose copy of notification</b> )					Notification No. & Date:						
(iii)	Name & Address of the Supervising Guide & Co-Guide (if any)											
14	In the case of MBBS, date of completion of House Surgency/CRR (enclose copy of the certificate)											

Certified that all the particulars given above are true to the best of my knowledge and belief.

Place:

Date:

**Signature of the Applicant**

## Instructions to the Candidates

1. Candidates awaiting results/revaluation results of the examinations of the University are not eligible to apply for Degree Certificate under Fast Track Mode.
2. Applications for issuance of Degree Certificates under Fast Track system shall be submitted directly to the **Office of the Controller of Examinations**.  
**Attested copy of proof of address is to be compulsorily enclosed along with the application.**
3. In the case of candidates who had back semesters (except final semester) to clear, Degree Certificate will be issued only after the issue of fresh Consolidated mark list on surrender of Consolidated mark list issued previously.
4. Candidates applying for degree certificates under fast track will be eligible to receive the degree certificate within 20 days from the date of receipt of application in the University **subject to eligibility**.
5. Rate of fee for the Certificate under Fast Track is ₹1575/- + Normal fee for issue of Degree Certificate + Search fee (if applicable).
6. If the fee is sent by way of Demand Draft (DD), the DD should be drawn on: State Bank of India (SBI), payable at SBI – Cochin University Campus Branch(70235)

**Kindly ensure that the Degree Certificates are not kept in tight plastic files/folders/envelopes for long, as this could damage the printing on the Degree Certificates.**

### [FOR OFFICE USE ONLY]

**Examination .....Section** may kindly **verify and certify** the application and return to the Examination N Section along with the following details on or before .....without any delay.

**All the fields should be filled in with utmost care. Overwriting should be avoided and corrections, if any be initialed.**

1	Reg. No									
2	Name of the applicant in full, as enrolled in the University records ( <b>in block letters</b> ). (The "spacing" between words and initial in the name of the candidate should be clearly marked)									
3	Consolidated mark list	No.						Date:		
4	Name of the Faculty									
5	Month & Year of the Semester Examination passed last							Classification		
6	Degree		Subject		Specialisation, if any					
7	Whether the student has remitted the fee for degree certificate under normal mode (If not, steps be taken to get it remitted before verification)		Yes <input type="checkbox"/>							
8	Remarks, if any									

The application is verified with the records available in the section and it is certified that the details mentioned above are correct.

**Asst / S O / A R / D R / J R**

### Examination 'N' Section

D C Number		Date of Preparation	
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