

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 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:		
7	Specify the purpose for which the certificate is required			
8	Specify whether the certificate shall be posted to the address of the applicant or will be collected by the applicant in person.			

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.

PROCEDURE TO APPLY FOR EQUIVALENCE CERTIFICATE

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. Application form can be downloaded from the following link www.cusat.ac.in [Academic Programmes [Application Forms] Equivalence Certificate.
3. 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.**
4. Fee to be remitted is `6385 (for each degree). In case degree acquired from CUSAT, the fee is `1285/-.
5. 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 in favour of the Registrar, CUSAT payable at Ernakulam. The DD/Original fee receipt should be enclosed along with the application form.
6. List of documents to be enclosed along with the application are:
 - i. Attested (by a gazetted officer) copy of the concerned Degree certificate
 - ii. Attested (by a gazetted officer) copy of consolidated Mark list.
 - iii. Attested (by a gazette 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.**
7. 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.
8. Completed application form can be submitted to Tappal section (Room No.2), Administrative Office, or sent 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.5 and 6)
9. It may take a minimum of three months to issue the Certificate.