



# KARNATAKA STATE OPEN UNIVERSITY

Mukthagangotri, Mysore – 570 006, Karnataka, India

To,  
The Registrar (Evaluation),  
Karnataka State Open University,  
Mukthagangotri, Mysore (Karnataka)

Academic Collaborator: \_\_\_\_\_

## APPLICATION FOR CONVOCATION CERTIFICATE (DIPLOMA / UG / PG)

### 1. Applicant's Details & Address:

Name	:	_____
Father's/Husband Name:	_____	
Mother's Name	:	_____
Address	:	_____
		_____
		_____
Pincode	:	_____
Mob. No.:	_____	

### 2. Study Center:

Center Code	:	KSOU/_____
Name	:	_____
Address	:	_____
		_____
City	:	_____
State	:	_____
Pincode	:	_____

### 3. Tel No.

(With STD Code): \_\_\_\_\_

### 4. Email :

\_\_\_\_\_

### 5. Name of the Examination :

Diploma  P.G.  U.G.

### 6. Stream :

\_\_\_\_\_

### 7. Year of Passing :

\_\_\_\_\_

### 8. Registration No. :

\_\_\_\_\_

### 9. Request for the issue :

Convocation Certificate  
(Diploma/Degree)

### 10. Academic Details:

Course	Stream	Semester	Month & year of Passing	Semester Total	Semester Grade

### 11. Reason (Indicate briefly the reason or obtaining above certificate) :

\_\_\_\_\_

### 12. Details of fees paid :

DD/Challan No.	DD Date	DD Amount(Rs.)	Bank Name	(DD should be payable at Mysore)

### 13. Stamp & Sign of Coordinator of Study Center:

### 14. Stamp of Academic Collaborator:

Paste one recent passport size  
Photograph

Specimen Signature of the Candidate

\_\_\_\_\_

## 15. Declaration By the Applicant :

- I certify that I have read and understood all the provisions indicated in the prospectus and the Circulars published in the website [www.ksoumysore.edu.in](http://www.ksoumysore.edu.in) from time to time.
- I certify that after being fully satisfied with this course I had decided to get enrolled out of my own free will and desire.
- I further certify that same had been without any inducement and misrepresentation either from the said University or any other person concerned.
- I shall abide by this undertaking and shall not hold anybody responsible for the same in any manner after the completion of the course.
- I hereby certify that all the particulars stated in this application are true to the best of my knowledge & belief. In the event of suppression or distortion of any fact made in my application only I will be held responsible.
- I understand that FEES once paid will NOT be refunded.

### For Office Use

Eligibility verified and found correct

YES/NO

Fees Received

Certificates verified

Despatched on  
References

Signature of Registrar (Evaluation)

Date :

### INSTRUCTIONS

Following documents must be forwarded along with the application :

- Certified true copy of 10th or equivalent in case of Diploma students and 10+2 or equivalent in case of B.Tech students and Degree pass certificate of M.Tech students. (Duly Notarized)
- Copy of Final pass certificate obtained from the University.(Duly Notarized)
- Xerox copy of the Marks Sheet of all semesters. (Duly Notarized)
- Original** School Living Certificate in case of Diploma Student & **Original** Migration from Old University in case of Degree Student.

**Note :** Along with all relevant documents & DD the application form should be submitted to the study center only.  
DD should be in the Name of "The Finance Officer, Karnataka State Open University", Payable at Mysore.

### FEES

S. No.	Description	Fees	
		UG Rs.	PG Rs.
1.	Provisional Pass Certificate (PPC)	400/-	450/-
2.	Migration Certificate (Additional Rs.50/- search fee per year)	400/-	450/-
3.	Consolidated Marks Card (Additional Rs. 50/- for delay per year)	300/-	350/-
4.	Convocation Fee (in Absentia) Additional Search fee per year Rs. 50/-)	700/-	750/-
5.	Genuinity Certificate	400/-	450/-
6.	Genuinity Certificate/Verification Certificate for overseas students	2000/-	