

## **INSTRUCTIONS TO FILL-UP THE APPLICATION**

1. The Cost of Application:

For MBA, MCA, M.Sc.(IT) & M.Phil Courses : Rs. 300/-  
For Other Courses : Rs. 100/-

The candidate has to remit this amount along with Course Fees.

2. The candidates are advised to **fill-up all the columns** of the application **carefully**. Please note that no column is left unfulfilled.

3. The filled in application should have the following enclosures:

- i) Original and xerox copy of Provisional or Degree Certificate.(Original Certificate will be returned after verification).
- ii) Filled-in Index Card with Stamp size Photo affixed(For Details please contact Alagappa University Study Centre, Chennai)
- iii) Demand Draft for the prescribed **Total fees** :
  - a) One in favour of "**The Director**, DDE, Alagappa University", payable at KARAIKUDI for the prescribed course fee, and
  - b) Another Demand Draft in favour of "**The Programme Officer**", Alagappa University study center, payable at CHENNAI.
- iv) The original as well as the attested copy of Certificate or Degree or Provisional Certificate.(Original Certificate will be returned immediately after verification).

4. The filled-in application along with the required documents should be submitted to :

**The Programme Officer,  
Alagappa University Study Centre,  
#149, 100 Feet Road,  
Ekkatuthangal, Chennai – 600 097, Tamil Nadu.  
Phone No. : 044 – 22251155 / 22253123 / 98410 94794**

**Note :**

- (i) The candidates are advised not to pay any fees in the form of Cash to the Study Centre under any circumstances.
  - (ii) Please note that no other fees is payable by the candidates to the Study Center.
5. The Index card and course materials shall be issued to the candidates through the Study Center.
6. The Contact Classes shall be conducted by our Study Centre.

## **Admission Confirmation**

- After scrutinizing the documents, the Directorate will confirm Admission to the Eligible candidates assign them Enrolment Number and issue Identity Card.

## **PROCEDURE FOR ADMISSION UNDER OPEN UNIVERSITY STREAM**

- I. The following documents are to be enclosed along with the filled-in application:
  - I. Age Certificate  
Any one of the following documents to be produced as an evidence for age:
    - a) Certificate of Date of Birth issued by local bodies (Panchayat, Municipalities, etc)
    - b) The first page of the SSLC Book wherein the date of birth is mentioned.
    - c) Copy of the Transfer Certificate issued by the Institution where the applicant studied last.
    - d) The extract from the Service Registrar signed by the Head of the Department giving the Date of Birth.
    - e) An Affidavit signed before a Magistrate or a Notary Public mentioning the Date of Birth of the applicant.
    - f) The Certificate of Date of Birth issued by a Revenue Officer, not below the rank of a Deputy Tahsildar.
  - II. Index Card with stamp size Photo affixed.
  - III. Demand Drafts for prescribed fee for Preparatory Course  
(Refer Fees Structure)
2. The filled-in application should be submitted on or before the last date specified.

