



ST.TERESA'S COLLEGE (AUTONOMOUS), ERNAKULAM

Application for theDiploma Certificate

Downloaded Form

To be filled by the Candidate

INDIAN BANK:

Branch:

Amount Paid Rs.:

Date of Payment:

Pay-in-Slip No.:

1. Name of the Candidate in full as enrolled in the University records (in block letters)	
2. Date of Birth	
3. Address of the candidate with Pin code to which the Diploma should be sent (in block letters)	
4. Permanent address with Contact No.	

DETAILS OF THE EXAMINATION PASSED

NAME OF THE DIPLOMA:			
Year / Sem	Reg. No.	Month & Year	Class / Grade

Note: Attach self attested copies of mark lists (Read the instructions carefully)

Place:

Date:

Candidate's Signature

FOR OFFICE USE ONLY

ASSISTANT

SECTION OFFICER

CONTROLLER OF EXAMINATIONS

INSTRUCTIONS TO THE CANDIDATES

1. For obtaining Diploma certificate, the candidates have to submit the application in the prescribed form together with the Pay-in-slip for the prescribed fee.
2. Candidate may submit their application at any time after the publication of the results of the concerned examination. But the diplomas will be issued only after the first meeting of the Governing Council following the publication of the results of the examination concerned.
3. Applications not in the prescribed form or defective in any respect will be rejected.
4. Candidates are advised to send their applications to the Principal by registered post or submit the same in person.
5. The fee prescribed for the Diploma Certificate is Rs.1000/- (Inclusive of fee for Application Form)
Candidates who have not taken their diploma within one year after the examination will have to pay additional fees as noted below:-
After one year but before the expiry of 5 years - Rs.50/-
After 5 years - Rs.100/-
After 10 years - Rs.500/-
6. The fees should be paid as Pay-in-Slip at the INDIAN BANK A/c No.6931875449, St. Teresa's College Educational and Charitable Trust, Payable at Shanmugham Road Branch, Ernakulam (IFSC: IDIB000E007) and forwarded to the Principal along with the application. Fee once paid will not be refunded.
7. Candidates are required to send self-attested copies of mark lists of the Diploma course and SSLC book (page no.1) along with the application.
8. The diploma certificate can be obtained by the candidate directly from the college. If required by Registered post the candidate has to provide self - addressed duly stamped cover along with the application form.