

Last date for receipt of filled - in application is :

Admission Application For P.G. Diploma / Diploma / Certificate Courses
Sl.No.



Code No.

(For Office Use Only)

School of Distance Education

Andhra University, Visakhapatnam - 530 003.

APPLICATION FOR ADMISSION INTO CERTIFICATE / DIPLOMA / P.G. DIPLOMA COURSE IN

(Please specify the Course)

- N.B.** 1. To be filled-in by the candidate
2. Tick () in relevant box () where necessary

1. Name of the Candidate (in Block Letters, as per SSC / Lower Degree)

| | | | | |
|-------------------|------------|----------|------|--|
| 2. Date of Birth | Date | Month | Year | Affix Recent Passport Size Photograph Here |
| | In figures | | | |
| | In words | | | |
| 3. Place of Birth | State | District | | |

4. Name of the Father :

5. Permanent Address

Postal Address

email:

Cell / Phone No.

6. Particulars of the fee paid : **D.D. NO. :** **Date :**

Amount in Rs. _____ Rupees)

7. Personal Particulars : Male Female Married Unmarried

8. Nationality :

9. Caste, Specify if : SC ST BC-A BC-B BC-C BC-D

10. Name, occupation, address and income of
Parent / guardian, state relationship

11. If candidate is employed : (V) Name and Address of the employer :

i) Designation :

ii) Total Salary :

iii) Total Service to date :

12. Particulars of Equalifying examination

| A. Details of qualifying examination passed | Name of the Examination | Year and Month of Passing | Name of the University Board | Regular / Private | Reg. No. |
|--|----------------------------|---------------------------------|------------------------------------|------------------------|---------------|
| | | | | | |
| | II Language | Group Subjects | Class obtained | | % of Marks |
| | | | | | |
| | Name of Examination (s) | Years (s) of Passing | Reg. No.(s) | Optionals/ subjects | |
| | | | | | |

C. Name of address of
the Institution last
studied

Date of :
admission :

Date of
leaving :

* Note : Only those who passed Hindi and Telugu at Degree level are eligible to choose Optional Paper 1.

13. P.G. Diploma in Translation.
Optional paper which you propose
to take :

1. Translation of Official
Correspondence.
(From Hindi to Telugu
and Telugu to Hindi)

2. Translation of Official
Reports (from English to
Telugu)

3. Translation of Codes
(From English to Telugu)

14. P.G. Diploma in Functional English

Optional Paper which
you propose to take :

1. Business English
(or)

2. Academic English

I hereby declare that all the information given above is true and I fully understand that my admission stands cancelled at any stage if it is discovered that I do not have the minimum prescribed qualification and / or any information supplied by me is found to be false and inadequate. Further, I undertake to be a disciplined student and abide by the orders issued from time to time by the authorities of the School and the University.

Place :

Date :

Signature of the Applicant

Enclose the following with this Application in Original :

- a. Degree / Provisional Certificate of the Qualifying Examination passed : (One attested copy also to be enclosed along with original certificate)
- b. Two copies of recent photographs (Passport Size of the Candidate duly attested by a gazetted officer at the lower portion of each photo. One to be affixed to the application and the other to be enclosed).
- c. Receipt of Payment of fee (crossed Demand draft only).
- d. Date of Birth Extract. (SSC Certificate original & Xerox copy)
- e. Identity card duly signed and photo affixed.
- f. Three address slips duly filled - in.

Note : For candidates who passed the qualifying examinations of other Universities/ Boards of Examination :

Candidates seeking admission into various courses who have passed the qualifying examination of other Universities are required to pay the following amounts also at the time of admission.

i. Recognition fee Rs. 300/-

ii. Matriculation Fee Rs. 100/-

(For Office use only)

Date of Admission

Verified by

DIRECTOR