

SCHOOL OF DISTANCE EDUCATION

ANDHRA UNIVERSITY, VISAKHAPATNAM - 530 003



I.D. Card Code Number

(To be filled by the Candidate)

APPLICATION FORM FOR CHANGE OF SUBJECT (S) / MEDIUM OF INSTRUCTION OF THE B.A. / B.Com. / B.Sc. / M.A. / M. Com. / M.Sc. DEGREE COURSE

1. Applicant should go through carefully "Rules relating to Change of Subject (s)" and Instructions to candidates and fill in the Application Form in accordance with them to avoid objections involving further Correspondence causing delay in issuing Exemption Certificates/Memorandum.
2. Applications lacking the required information, and not filled in, accordance with the rules and instructions are liable to be rejected.
3. For "Instructions to Candidates" Please see overleaf.

1. Name with Surname in full :
(In block letters)

2. Postal Address in full to which all :
communication should be sent

3. Previous Group Subject (s) /
Language Medium of Instruction :

4. Change of Group subjects (s) /
Language Medium of Instruction
now required (request for change
of Second Language and optional
subjects simultaneously is inadmissible)

5. Whether the change is for
March / September Examinations

6. Previous appearances to the
Degree Examination (s) Month Year Regd. No.

7. Payment Particulars

Station :

Date :

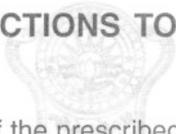
Signature of the Applicant

N.B. : The following are the fees prescribed for change of subjects:

- (a) Without appearing even once Rs. 50/-
- (b) After first appearance failing once Rs. 150/-

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INSTRUCTIONS TO CANDIDATES



Applications together with a receipt of the prescribed fee should reach the Director, School of Distance Education, on or before 1st December for March / April Examinations.

Candidates should pay the prescribed fee a) by Crossed Demand Draft drawn in favour of the Director, School of Distance Education, Andhra University, Visakhapatnam payable at State Bank of India, Andhra University Campus, Visakhapatnam Or payable at Andhra Bank, Maharani-peta, Visakhapatnam. b) By payment of Cash in person at Syndicate Bank Extn. Counter in the Office of the Director, School of Distance Education, Andhra University, Visakhapatnam.

Fee for change of Subject (s) / Medium of Instruction should not be remitted along with Examination fees. They should be paid separately, failing which applications are liable to be rejected.

Application for change of subject (s) / Medium of Instruction should not be submitted along with applications for Examination. Applications for Change of Subject (s) / Medium of Instruction in violation of this are liable to be rejected.

Enquiries regarding receipt of application in this Office will not be attended to. The candidates should send their applications by Registered Post with acknowledgement due.

The date of sending the Demand Draft by the candidate will not be treated as date of payment. The date of receipt of the Demand Draft in this office will be treated as the date of payment.

1	Name with Surname in full (in block letters)
2	Previous Group Subject (s) / Language Medium of Instruction
3	Change of Group subject (s) / Language Medium of Instruction
4	Whether the change is for March / September Examinations
5	Previous appearances to the Degree Examination (s)
6	Month
7	Year
8	Regd. No.
9	Payment Particulars

Station _____
Date _____
Signature of the Applicant _____

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