

INSTRUCTIONS TO CANDIDATES

1. ELIGIBLE CANDIDATES: Those who have completed their course through DD&CE on or before May 2016 alone can apply now. Those who have completed during Dec., 2016 can apply only after conduct of regular convocation.

2. PAYMENT OF FEES: Payment towards fees for Degree Certificate should be made in the form of Crossed Demand Draft drawn in favor of '**The Registrar, Manonmaniam Sundaranar University**', payable at '**Tirunelveli**'

(a) Degree certificate: **Special Rs.2000 + search fee of Rs.50 per year**

(b) Degree Certificate: **Instant Rs.5000 +search fee of Rs. 50 per year**
(within a one week time)

3. ENCLOSURES:

(a) Filled in Application form

(b) Demand Draft

(c) Photo copy of Provisional Certificate / Consolidated Mark Statement of the degree for which application is made.

(d) Photo copy of UG Degree Certificate in case of PG courses and PG Degree Certificate in case of M Phil courses.

(e) Apart from this, the Tuition fees due if any should be paid through a separate DD. In this regard, students are advised to verify the defaulters list published in the website of the University.

Candidates are required to send the filled in applications along with the enclosures and Demand Draft to the following address.

**THE DIRECTOR
DIRECTORATE OF DISTANCE AND CONTINUING EDUCATION
MANONMANIAM SUNDARANAR UNIVERSITY
TIRUNELVELI 627 012
TAMIL NADU**