

Last date for receipt of filled - in application is :

*Downloaded application should be sent along with a DD for Rs. 40/- together with admission fee.

Admission Application For Certificate / Diploma / PG Diploma 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)		Affix Recent Passport Size Photograph Here
Name Surname		
2. Date of Birth	Date Month Year	
	In figures	
In words		
3. Place of Birth	State District	
4. Name of the Parent/Guardian:		
5. Permanent Address		Postal Address
e-mail Id:		Phone No. / Mobile No.
6. Personal Particulars : Male <input type="checkbox"/> Female <input type="checkbox"/> Married <input type="checkbox"/> Unmarried <input type="checkbox"/>		
7. Nationality :		
8. Caste, Specify if : SC <input type="checkbox"/> ST <input type="checkbox"/> BC-A <input type="checkbox"/> BC-B <input type="checkbox"/> BC-C <input type="checkbox"/> BC-D <input type="checkbox"/>		
9. Name, occupation, address and income of Parent / guardian, state relationship		

* SC/ST/HC candidates whose Parent / Guardian's/Husband's (If married) income is less than Rs. 1,00,000/- per annum, have to enclose Caste, Income Certificates and T.C.(from the institution last studied). if seeking fee concession, along with duly filled-in prescribed application form with all the enclosures for Post-matric scholarships of the Department of Social Welfare of Government of Andhra Pradesh (fresh).

Received original certificates

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

- i) Designation :
- ii) Total Salary :
- iii) Total Service to date :

11. 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	

B. Name and address of the Institution last studied

Date of :
admission :

Date of
leaving :

12. 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)

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

13. P.G. Diploma in Environmental Studies.

Optional paper which you propose to take :

V(A) Environmental impact assessment, Audit and Environment Problems of India

(or)

V(B) Environmental Kinetics and Instrumentation

14. P.G. Diploma in Functional English

1. Business English

Optional Paper which you propose to take :

(or)

2. Academic English

15. Particulars of the fee paid :

D.D. NO. :

SDE Challan NO. :

Date :

Amount in Rs.

Place :

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 :

Signature of the Applicant

Date :

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 / S.D.E. Challan).
- d. Date of Birth Extract. (SSC Certificate original & Xerox copy)
- e. Caste and Income Certificate in case of S.C. / HC Candidates whose parent/ guardian's/ Husband's (if married) income is less than Rs. 1,00,000/- per annum, if seeking fee concession, duly filled-in prescribed application form with all the enclosures for Post-Matric Scholarships of the Department of Social Welfare of the Government of Andhra Pradesh (fresh) in case of SC/HC candidates and duly filled in application from ITDA office in case of S.T. candidates whose Parent / Guardian's Husband's (if married) income is less than Rs. 1,00,000/- per annum if seeking fee concession. University employees/retired employees of the University have to enclose Service Certificate from the Registrar, Andhra University, Visakhapatnam if seeking fee concession. **S.C. / S.T. candidates seeking fee concession have to enclose T.C from the institution last studied. They need not pay any fees to the school at the time of admission or subsequently.**
- f. Identity card duly signed and photo affixed.
- g. Three address slips duly filled - in.

Note : Candidates seeking admission into various courses who have passed the qualifying examination of other Universities are required to pay the following amounts in addition to the First instalment fee.

- i. Recognition fee Rs. 100/-
- ii. Matriculation Fee Rs. 50/-

(For Office use only)

Date of Admission

Verified by

DIRECTOR