

# INSTRUCTIONS TO CANDIDATES

## FEES DETAILS

### IN PERSON / IN ABSENTIA

Research Scholars / Post Graduates / Graduates / Diploma Candidates Rs.1000/-

#### ADDITIONAL FEES:

- a. In the case of candidates who have qualified for the degree in the examination more than one year, but within four years, at the time of convocation Rs. 100/-
- b. In the case of candidates who have qualified for the degree in the examination more than four years at the time of convocation. Rs. 175/-

The fee, may be paid at University Cash Counter at Annamalainagar. Online payment can be done at [www.annamalaiuniversity.ac.in](http://www.annamalaiuniversity.ac.in) No application will be registered unless the prescribed fee has been paid. The fee once paid will, in no circumstances be returned or carried over for a subsequent Convocation. The filled application form together with the required documents should be sent to **The Registrar, Annamalai University, Annamalainagar – 608 002, Tamil Nadu.**

Last date for receipt of filled – in application form } In Person : 20.01.2026  
} In Absentia : 24.01.2026

1. Candidates should submit their application (In person or By Post) enclosing a Photocopy of **PROVISIONAL CERTIFICATE and all NOC (Tuition fees, Hostel fees, Library fees & Exam fees).**
2. Copy of Certificate – CRRI completion (for Medicine & Dentistry),  
Compulsory Internship Completion Date (for Pharm D)
3. Original Challan (Candidates who remit the fee in the University Cash Counter ) / Online Payment Receipt
4. Address slip duly filled in by the applicant.
5. Application should be submitted in a complete format in all respects along with the required fee.
6. Candidates should write their name (English & Tamil) legibly.
7. Affix recent colour photo on the space provided in the right-hand top corner.

#### IMPORTANT NOTE

1. Filled-in Convocation Application forms received after the due date will be treated only as '**IN ABSENTIA**' though the candidate may have marked it as '**IN PERSON**'.
2. Application forms received without fees will not be considered for admission to the Convocation.

Candidates applying under 'In Person' category should be allowed depending on the availability of accommodation. The University reserves right for the accommodation of graduates in the Convocation Hall.

**Candidates cannot claim any right in this regard.**