

# 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/-

Online payment can be done at <http://annamalaiuniversity.ac.in/aucoe/convocation.php> 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 in application form together with the required documents should be sent to **The Registrar, Annamalai University, Annamalainagar - 608 002**, Tamilnadu.

1. Candidates should enclose a Photocopy of **PROVISIONAL CERTIFICATE** along with the application.
2. Copy of Certificate – CRR completion (for Medicine & Dentistry)
3. Original Payment Receipt
4. Address slip duly filled in by the applicant.
5. Application completes in all respects along with the required fee, should be submitted.
6. 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.**