

Dr. B.R. AMBEDKAR OPEN UNIVERSITY
OFFICE OF THE CONTROLLER OF EXAMINATIONS
Prof. G. Ram Reddy Marg, Road No.46, Jubilee Hills, Hyderabad-500033

**APPLICATION FORM FOR OBTAINING THE PROVISIONAL CERTIFICATE
FOR M.A/M.B.A/M.Phil. /Ph.D/M.L.I.Sc. /B.L.I.Sc. /B.P.R/ALL OTHER P.G
DIPLOMAS & CERTIFICATE PROGRAMMES**

Affix your
recent
Passport size
Photograph

(FOR OFFICE USE ONLY)

1. Application Received on :
2. Full Signature of the Receiver :
3. Date of Issue of PC :
4. Signature of _____ → Section Incharge

1	Name of the Candidate (in capital letters strictly as per SSC records)	
2	Father's Name (in capital letters strictly as per SSC records)	
3	Name of Study Centre with Code Number	
4	Full Admission Number	
5	Name of the Course- Month & Year of Passing the PG/MBA & Other courses	
6	Medium	English () / Telugu ()
7	Sex	Male/Female
8	Full Address	
		Pincode Number:
9	<u>Fee Particulars:</u> Name of the Bank	DD No: Date : Amount Rs.

10	Name of the examination Passed through which you have been granted admission in to the post-graduation/other courses (i.e. BA./Bcom./Bsc./B.Tech. or any other). (Please enclose Xerox copy of the Degree Certificate of qualifying examination). Write Name of the Examination Passed:				
11	Name of the Examination Passed (for which now you have applied for Provisional Certificate): M.A/M.Sc./M.B.A. (Please enclose Xerox copy of Marks Memo)				
Name of the Course		Marks secured in		Month & Year of Passing	TOTAL
		Theory	Assignment		
I Year Papers					
1.					
2.					
3.					
4.					
5.					
6.					
TOTAL					
II Year Papers					
1.					
2.					
3.					
4.					
5.					
6.					
TOTAL					
III Year Papers					
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
TOTAL					
GRAND TOTAL OF I+II+III YEAR MARKS (Theory + Assignments)					

12	Name of the Examination passed (for which now you have applied for provisional Certificate) VIZ.,M.B.A/M.Phil. / Ph.D/ M.L.I.Sc. / B.L.I.Sc. /B.P.R/ CPFN/ CIC/ PG DIPLOMAS (PGDMM/ PGDBF/ PGDWMMT/ PGDHR) & Other Courses. (Please enclose Xerox copies of Marks Memos)				
	Name of the Course/Papers	Marks secured in		Month & Year of Passing	TOTAL
	Theory	Assignment			
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
	GRAND TOTAL				

DECLARATION OF THE CANDIDATE

- I _____
S/O _____
Admission No. _____ was a
Student of this University.
- I paid all the fee payable to the university.
- I declare that all the entries made in the application form are true and I will be held personally responsible for any incorrect entry made.

Place:
Date:

Signature of the Candidate

NO DUES CERTIFICATE
(CERTIFICATE TO BE ISSUED BY THE DIRECTOR (STUDENT SERVICES)
DR.B.R.AMBEDKAR OPEN UNIVERSITY, HYDERABAD)

This is to certify that Mr./Ms. _____
son/daughter of sri _____ was a
student of this University admitted in _____ course with
admission No. _____. He/She has paid tuition fee for the
above course and there is No Objection to his/her being issued the Degree Certificate.

Date:

Signature:
Office Seal

INSTRUCTIONS

1. As the Original Certificate is not issued till the convocation is held when the Degree is conferred, the Provisional Certificate will be issued to the candidate when this form is submitted to the Controller of Examinations, Dr.B.R.Ambedkar Open University, duly filled in accompanied by prescribed fee i.e. Rs.80/-(Rupees eighty only) through DD drawn in favour of the Registrar, Dr.B.R.Ambedkar Open University, Hyderabad.
2. Xerox copies of the Marks memos should be enclosed to this form which will not be returned.
3. One Passport size photograph to be affixed on the application form.
4. A “**NO DUE CERTIFICATE**” has to be obtained from the Director, Student Services and produce along with this application form without which “Provisional Certificate” will not be issued.
5. Candidate is instructed to be very careful about the entries to be made in the column. All entries should be in Candidate’s own handwriting and he/she will be held personally responsible for any incorrect entry made.
6. The name of the candidate with name of the Father given here under should correspond to those mentioned in the admission form i.e. at the time of taking admission in to the course.

Check List:

1. Demand Draft of Rs.80/-
2. One Passport size photograph
3. Xerox copy of Identity Card
4. Xerox copy of Degree Certificate of Qualifying exam i.e., B.A/B.Com/B.Sc./B.Tech. Or its equivalent
5. Xerox copies of I, II, III Year Marks Memos for which now you have applied Provisional Certificate.

NOTE: **Your application will be rejected, if you donot enclose any one of the above checklist.**