Check List for Certificate Verification

➤ **Step 1: Verify The Following.**
- Hard copy of Proforma of all students and consolidated reports of each course.

Documents needed from each students
- All original Certificates and Mark sheets (SSLC, Higher Secondary, Graduation, Post-Graduation and any other certificates or mark lists, if required.
- Transfer Certificate
- Allotment Memo/Attested Copy of Management Rank List
- Sponsorship Certificate, Copy of Passport and Employment Certificate attested by the consulate/embassy in case of NRI candidates. Certificate to prove relationship with the student
- Migration Certificate and Eligibility Certificate, in case of students who passed the qualifying examination from outside Kerala.
- Experience/Registration Certificate, wherever necessary.

Documents to be submitted by the Institution
- Affiliation Order/Continuation of Affiliation Order from KUHS for the academic year 2014-2015. (Verification & Registration will not be approved without these orders).
- Details of Faculty Members (Printout of Details Submitted Online)
- Copy of the Agreement with Government of Kerala, regarding Seat Sharing should be submitted at the time of Certificate Verification.
- Admission Register (in original) should be produced for verification.
- Copy of the Letter of Consent from Government of Kerala, for admissions to the Lapsed Seats.
- Copy of the Prospectus approved by Admission supervisory committee for professional colleges in the case of self financing colleges.
- Copy of rank list regarding admission in management and NRI quota approved by Admission Supervisory committee for professional colleges.
- Certificates from the Principal stating that the college has provided required number of examiners /evaluators in connection with the conduct of university examination

➢ **Step 2 : Calculate Annual Administration Fee and Make Payment.**

- There is provision to make payment for annual fee .
- Must pay annual administration fee for each course separately.
- One DD for the amount towards the annual administration fee (2014-2015) for all the existing batches.

➢ **Step 3: Calculate Registration Fee and Make Payment.**

- There is provision to make payment of student registration fee. Total amount for a particular course need to be remitted in 2 Demand Drafts in the following manner.
- One DD for the amount towards Registration & Certificate Verification Fee and ID Card Fee (Consolidated DD).
- One DD for the amount towards Sports Affiliation Fee and University Union Fee (Consolidated DD)

➢ **Step 4: All the documents need to be submitted to the university by hand, as per the schedule of certificate verification published in the University website.**

Sd/-
REGISTRAR