

INSTRUCTIONS FOR FILLING APPLICATION FORM [AU]

- i. Read carefully and thoroughly the Application form and the Prospectus before you begin to fill in the form.
- ii. Check your eligibility, i.e. minimum required educational qualification, for the programme you are applying for.
- iii. While filling in the application form, enter very clearly and correctly the programme code, name of the programme, medium of instruction and optional subjects.
- iv. A recent Passport size photograph should be pasted on the Application Form and signed by the applicant and attested by a Gazetted Officer should be pasted on the application form in the space provided for it.
- v. Attach attested copies of certificates for the educational qualification and a copy of the Transfer Certificate/ Migration Certificate.
- vi. Attestation: The photograph on the application form may be attested by any one of the following officials:
 - a. Gazetted Officers.
 - b. Members of the Syndicate, Senate, Academic Council and Board of Studies of the Annamalai University.
 - c. Teachers in Colleges and Universities.
 - d. Gazetted Rank Headmasters or Head-Mistresses of Government recognised Higher Secondary or High Schools.
 - e. Commissioned Officers of the Defence Services.
- vii. If the certificates submitted by the applicant are in a language other than English/Tamil, an attested English version of the certificates should accompany them.
- viii. An application will be summarily rejected if there is any discrepancy between the material particulars filled in the application form and the supporting documents. The name of the applicant, his/her date of birth and qualification will be considered as material particulars in this context.
- ix. Where a degree is prescribed as the basic qualification for admission to a programme, only those applicants who have passed the qualifying examination under the pattern of 11+2+2 years or 11+1+3 years or 10+2+3 years or U.G. under the Open University System, will be eligible for admission to the programmes. However, those who have passed the qualifying examination under 10+2+2 pattern will be considered for admission to Diploma and P.G. Diploma programmes only.
- x. Candidates having a direct U.G. Degree (without +2 Qualification) and Candidates having a direct P.G. Degree (without U.G. Degree) are not eligible.
- xi. Applicants possessing degrees awarded by Universities/Colleges/ Institutes which are not recognized by the University Grants Commission are not eligible for admission to the programmes offered by the Directorate of Distance Education.
- xii. No candidate is permitted to join or study two Degree programmes at a time in the DDE. However, students pursuing a degree programme are permitted to join or study a Diploma/ P.G. Diploma programme concurrently. If any candidate is found pursuing Two Degree Programmes simultaneously, the Directorate will cancel the admission to one of the programmes at its discretion and the fees remitted for the cancelled programme will be forfeited.