



UNIVERSITY STUDENTS ADVISORY BUREAU
UNIVERSITY OF MADRAS

No.	
Date	

FOR OFFICE USE

DD ENDORSEMENT

ATTESTATION FEE PARTICULARS

Name of the Candidate :

Total Number of Copies :

Amount Paid : Rs.

Name of the Bank :

D.D. Number :

DD Date :

SIGNATURE :

NOTE :

1. **ATTESTATION** will be done for the **UNIVERSITY OF MADRAS DOCUMENTS ONLY**.
 2. **CANDIDATES SHOULD BRING THEIR ORIGINAL DOCUMENTS AND SUBMIT THEM ALONG WITH THE COPIES TO BE ATTESTED** for verification ; (*Copies should be similar to original certificates i.e. Top to Bottom and if back, take back to back*) (*No Colour Xerox will be entertained*).
- ORIGINAL CERTIFICATES WILL BE RETURNED IMMEDIATELY AFTER VERIFICATION.**
3. **IF ORIGINAL CERTIFICATES** are not available because the candidate is residing abroad, he/she may submit the photostat copies of the certificate duly attested by the **NOTARY PUBLIC** from the place where the candidate is residing at present. Those certificates, brought to the USAB, could be treated as Originals for the verification purpose.
 4. **IF ORIGINAL CERTIFICATES** or the Photostat copies duly attested by the **NOTARY PUBLIC** (for those candidates who are not in a position to submit the Originals), are not produced by the candidates **ATTESTATION WILL NOT BE DONE**.
 5. The Photostat copies duly attested by the **NOTARY PUBLIC** will be retained by the **USAB office**.
 6. Attestation Fee is Rs. 10/- (Rupees Ten only) for each copy and the fee should be paid in the form of **DEMAND DRAFT** (from any nationalized Bank) drawn in favour of the **REGISTRAR**, University of Madras.
 7. Get the **ENDORSEMENT**, in the **DEMAND DRAFT** slip from the Demand Draft section (Ground Floor-Centenary Building-Next to **ENQUIRY OFFICE**) and submit the **DD** endorsement slip in the **USAB Office**.
 8. Candidates who want the envelopes to be signed & sealed, may bring the covers.
 9. Candidate should bring the Original/Xerox copy of Transfer certificate for verification.



UNIVERSITY OF MADRAS
UNIVERSITY STUDENTS ADVISORY BUREAU
CHEPAUK, CHENNAI - 600 005.

APPLICATION FOR OBTAINING THE MEDIUM OF INSTRUCTION

Amount : Rs.100/-
DD No. & Date :
Name of the Bank :
Branch :

From To
The Director
University Students Advisory Bureau
University of Madras

Sir/Madam,

I am furnishing hereunder the details of my educational qualifications for your kind perusal and request you to kindly issue me the

Name of the Candidate :
(in Block Letter - as per the Certificate)

Sex :

Name of the Degree & Reg. No. :

College / Institution where studied :

Period of study :

Medium of Instruction :

Phone No. :

SIGNATURE OF THE CANDIDATE

I am enclosing herewith the required certificates :

1. Photostat copy of the Degree / Provisional Pass Certificate :
2. Photostat copy of the Transfer certificate mentioning the Medium of Instruction issued by the college/Institution where he/she studied; (If Transfer certificate is not available, the following letter should be get from the Principal of the college wher he/she studied)
3. A Demand Draft for **Rs.100/-** drawn in favour of the **REGISTRAR, UNIVERSITY OF MADRAS** from any Nationalized Bank.

This is to certify that Thiru/Tmt/Selvi is/was a bonafied student of College and is doing/did his/her Degree course during the academic years from to ; The Medium of instruction throughout the course was **ENGLISH/TAMIL**.

Note : Please submit this filled in application with DD in the Demand Draft Section (Centenary Building - Near Enquiry office) for Endorsement and then submit at the USAB Office.