



UNIVERSITY STUDENTS ADVISORY BUREAU
UNIVERSITY OF MADRAS

No.	
Date	

ATTESTATION FEE PARTICULARS

FOR OFFICE USE

Name of the Candidate :

Total Number of Copies:

Amount Paid : Rs.

Name of the Bank :

D.D. Number :

DD Date :

SIGNATURE :

DD ENDORSEMENT

NOTE:

- ATTESTATION** will be done for the **UNIVERSITY OF MADRAS DOCUMENTS ONLY**.
- 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).*)
- 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.
- 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**.
- The Photostat copies duly attested by the **NOTARY PUBLIC** will be retained by the **USAB office**.
- Attestation Fee is Rs. 300/- (Rupees Three Hundred 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.
- 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**.
- Candidates who want the envelopes to be signed & sealed, may bring the covers.
- 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. 500/-
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 where he/she studied).
3. A Demand Draft for 500/- drawn in favour of the **REGISTRAR, UNIVERSITY OF MADRAS** from any Nationalized Bank.

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