

**THE TAMILNADU Dr. M.G.R. MEDICAL UNIVERSITY, CHENNAI**  
**APPLICATION FOR ADMISSION TO THE CONVOCATION-MEDICAL COURSES**  
**(MBBS /P.G.Diploma /M.D /M.S /D.M ./M.Ch /Ph.D)**

For downloaded applications, kindly remit Rs.100/- (hundred only) by means of DD/Pay order in favour of "The Registrar, The Tamil Nadu Dr. M.G.R Medical University, Chennai."

**Course:**

**DATE OF SUBMISSION TO  
THE UNIVERSITY:**

PHOTO ATTESTED  
BY PRINCIPAL / DEAN  
OF THE INSTITUTION

Whether the candidate desires to receive the Degree:

IN PERSON

or

IN ABSENTIA

\*(Not arise if applied after the Convocation)

(Tick whichever is applicable)

1. **Name of the candidate** :  
(in capitals as per the H.S.C./Equivalent certificate)
2. **Date of birth and Sex** :
3. **Father's Name** :
4. **Permanent address** :
5. **Address for communication** :
6. **Contact Phone No.** (i) Landline Number :  
(ii) Mobile Number :
7. **E-mail address** :
8. **Course (with Branch if any)** :
9. **Month & Year of last examination passed (with Reg. No)** :
10. **Date of completion of internship (if prescribed)** :
11. **Whether obtained/applied for (final) Provisional Certificate** :
12. **Name of the Institution from where qualified** :
13. **Details of remittance of fee if any** :
14. **Full Specimen Signature of the Candidate** :  
In BLACK INK in the Middle of the box provided  
for the purpose of affixing the candidate's photo with  
Signature on the Degree Certificate. (Do not write name  
or date with signature)


**Certified that the details & information furnished above are true & correct.**

**Signature of the Candidate**

**COUNTERSIGNED & FORWARDED**

**Signature of Dean / Principal with college seal**

## IMPORTANT INSTRUCTIONS TO CANDIDATE

1. All the eligible candidates who have completed their study/internship and obtained/applied for their (final) Provisional Pass certificate may submit their convocation application with the Countersignature of the Dean/Principal of the Institution concerned either through the Institution or directly by Registered post to the Controller of Examinations of this University.
2. 'IN PERSON' means that the candidate has to be present himself/herself physically at the time of convocation to receive the Degree/Diploma. 'IN ABSENTIA' means that the presence of the candidate at the time of convocation is not required and the Degree/Diploma certificate will be sent by post after the Convocation.
3. Application for receiving a Degree/Diploma 'IN PERSON' should reach this office in time fixed by the University. The exact date of Convocation will be notified in the Dailies. A CARD OF ADMISSION to Convocation will be sent from the University before the date of Convocation to the candidates who have applied for receiving the Degree/Diploma 'IN PERSON'. The application not received in time will be treated as 'IN ABSENTIA'.
4. The following duly attested by a **Gazetted Officer should be enclosed** with this application (a) copy of SSLC mark sheet (b) copy of HSC/Equivalent Mark sheet (c) copy of (final) Provisional Pass Certificate (d) Copy of Registration certificate with respective council and (e) copy of the Under Graduate degree certificate in the case of P.G applicants
5. The following **should also be enclosed** Two copies of candidate's latest passport size colour photograph put in a small envelope .(Name, course, Registration Number should be written on the back side of one copy)
6. (a) **The revised Convocation fees** prescribed with effect from February 2014 are :

S.No	COURSE	MEDICAL	DENTAL	INDIAN MEDICINE & HOMOEOPATHY	ALLIED HEALTH SCIENCES & ALLIED HEALTH SCIENCE COURSES
1.	Under Graduate	1500/-	1500/-	1000/-	1000/-
2.	Post Graduate & Diploma	3000/-	3000/-	1500/-	1500/-
3.	Higher Specialities	5000	-	-	-
4.	Ph.D.	7500/-	7500/-	7500/-	7500/-
5.	Fellowship	5000/-	5000/-	-	-
6.	D.Sc.	10,000/-	-	-	-
7.	Post Doctoral Fellowship	10,000/-	-	-	-

Those who have already paid the Convocation fees while applying for Provisional Certificate or along with the Examination fees need not remit again.

**(b) PENAL FEE FOR IN-PERSON CANDIDATES WHO HAVE FAILED TO ATTEND THE CONVOCATION :**

Sl.No.	DURATION	AMOUNT (in Rs.)
1.	Upto 3 Months	1,000/-
2.	Above 3 Months to 1 year	2,000/-
3.	Above 1 year to 5 years	6,000/-
4.	Above 5 years to 10 years	11,000/-
5.	Above 10 years	16,000/-

**(c ) REVISION OF ADDITIONAL FEE FOR ISSUE OF DEGREE CERTIFICATE FOR IN-ABSENTIA / NOT APPLIED CANDIDATES**

Sl.No.	DURATION	AMOUNT (IN Rs.)
1.	Less than 3 Months	1,000/-
2.	Upto 3 years	5,000/-
3.	3 years to 10 years	10,000/-
4.	Above 10 years	10,000/- + 2,000/-per year

7. The prescribed fee should be sent only in the form of a crossed Demand Draft drawn on any Nationalized Banks/Scheduled Banks in favour of the Registrar, The TamilNadu Dr. M.G.R. Medical University, payable at Chennai. On the backside of the D.D. the candidate should write his/her name, Registration Number, course and institution. This fee can also be remitted into the I.O.B Branches counter at the University premises and the cash remittance challan be enclosed with the application. **The fees once remitted by the candidate will not be refunded.**

**REGISTRAR i/c.**

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 Address for sending communication :

To

2) To

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Pin Code .....

Pin Code.....