

## **PROCEDURE TO APPLY FOR RECOGNITION CERTIFICATE**

**Recognition Certificate will be issued only for the purpose of Employment/Higher Education in CUSAT.**

1. Application form can be downloaded from the following link [www.cusat.ac.in](http://www.cusat.ac.in) -> Academic -> Useful downloads -> Application for Recognition Certificate.
2. Completed application form can be submitted to Tappal Section, Administrative Office, or sent to the following address “The Registrar, Cochin University of Science and Technology, Kochi – 682 022, Kerala, India.” Along with the following documents:
3. Fee to be remitted is ₹710/- (for each degree). Fee can be remitted at University cash counter between 10.00 am to 03.00 pm or by way of Demand Draft. The DD should be drawn in favour of the Registrar, CUSAT payable at Ernakulam. The DD/Original fee receipt should be enclosed along with the application form. **Fee once remitted will not be refunded, if the certificate cannot be issued/degree cannot be recognized.**
  - i. Attested (by a gazetted officer) copy of the concerned Degree Certificate.
  - ii. Attested (by a gazetted officer) copy of consolidated Marklist.
  - iii. Attested (by a gazette officer) copy of T.C. (Transfer Certificate)/Course Completion Certificate to prove that the applicant has undergone the course through Regular mode.
  - iv. **Proof** for the purpose for which the certificate is requested. (copy of interview memo or online application sent by the applicant etc.)
  - v. **In case of Foreign Degrees**, in addition to the above, the following supporting documents are also to be submitted.
    - a. Whether the degree has been awarded by a public/private Institution in that country.
    - b. World Ranking of the institution assigned by reputed agencies like Times Now, Thomson – Reuters etc.
    - c. The website details of the institution.
    - d. Scheme/credit details/duration of the relevant program undergone by the applicant.
    - e. English translation of the Certificates, if the certificates are in any other foreign language.
    - f. Whether the degree acquired by the applicant has been approved/recognized by any other Government agencies or approved institutions in India.
4. Specify whether the certificate shall be posted to the address of the applicant or will be collected by the applicant in person/through authorized person. If authorizing, an authorization letter must be enclosed with the application. The authorized person must bring his/her ID proof for collecting the Certificate.
5. It may take a minimum of three weeks to issue the Certificate.