

## **Admission Procedures**

The following documents are to be enclosed along with the filled-in application

- \* The original entry qualification of HSC/ Diploma Certificate or Degree or Provisional Certificate and a copy attested by the Gazetted Officer. (Original \* Certificates will be returned immediately after verification).
- \* Student Index Card with a stamp size photo and signature affixed.
- \* The candidate has to submit two Demand Drafts separately towards Course Fees
- \* One Demand Draft in favour of the Director, DDE, Alagappa University, payable at Karaikudi towards the University Share, and
- \* Another Demand Draft in favour of "Chennai Degree College, Payable at Chennai.
- \* The above Two Demand Drafts should be submitted to the Study Centre along with the filled-in Application.
- \* No Transfer Certificate is required for admission to any of the Courses. The Directorate will also not issue any Transfer Certificate. However, a 'Course Completion Certificate' may be issued for those candidates who apply for it.
- \* The candidates are advised not to pay any fees in the form of Cash to the Study Centre under any circumstances.