PROCEDURE TO APPLY FOR EQUIVALENCE CERTIFICATE

1. As per the decision of the Academic Council (held on 10.04.2015), the Equivalence Certificate shall be issued only against the academic programmes conducted by CUSAT, on the condition that, at least 70% of both the syllabi are equal.

2. Application form can be downloaded from the following link www.cusat.ac.in → Academic → Useful downloads → Application forms → Equivalence Certificate.

3. The degree acquired by the applicant in S.No.2 (in the application form) will be considered by the Equivalence Committee for equivalence only to the degree offered by CUSAT specified by the applicant in S.No.3 (in the application form). **In case the Committee declines the request of the applicant, fee remitted will not be refunded**.

4. Fee to be remitted is ₹7,050/- (for each degree). In case degree acquired from CUSAT, the fee is ₹1,420/-.

5. 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.

6. List of documents to be enclosed along with application are:

    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 Gazetted Officer) copy of T.C (Transfer Certificate)/Course Completion Certificate to prove that the applicant has undergone the course through Regular mode.
    iv. **Syllabus, Scheme, Rules and Regulation of the Degree acquired by the applicant (which requires Equivalence) attested by the Registrar/Head of the Institution.**

7. 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.

8. Completed application form can be submitted to Tappal Section (Room No.2), Administrative Office or sent to the following address "The Registrar, Cochin University of Science and Technology, Kochi – 682 022, Kerala India" along with the above mentioned documents (in S. No.5 and 6).

9. It may take a minimum of three months to issue the Certificate.