



CONVOCAATION FORM

INSTRUCTIONS TO CANDIDATES

1. The Diploma for all the courses will be conferred in Presentia / in Absentia.
2. Incomplete and late application will not be accepted.
3. Last date for receipt of filled in Application - **14.12.2009**
4. Candidates applying for Post Graduate Diploma **should** enclose a photo copy of their Convocation Degree namely B.Com., B.A., B.Sc., B.E., etc.; (Otherwise their application will be rejected.)
5. The Applications with the required documents, fee*, should reach the College by registered post / courier and addressed to
Controller of Examinations,
ICAT,
153, Santhome High Road,
Mylapore, Chennai - 600 004'
6. Convocation fee to the Diploma for all courses **for current batch of students.**
 - a. in presentia - Nil
 - b. in absentia - Rs.500/- *
7. The prescribed fee should be sent by a Demand Draft drawn on any Nationalised Bank, in favour of "ICAT", payable at Chennai.
8. The Diploma will be sent by Registered Post for those who selected for "*in Absentia*".
9. Those collecting through their authorised representative have to complete the "Letter of Authorisation"
10. Please note the bearer of the Authorisation letter must carry a valid identification that clearly states their name

APPLICATION FOR CONVOCATION

Name (in block letters) : _____

Registration Number : _____

Gender : Male / Female

Program for which application is made: _____

Address for Communication:

Mob:		E-Mail	

Qualifying Degree Details

Degree obtained	
Name of the University	
Month and Year completion	

Mode of collection: In person / through my representative / by post (tick applicable).

<p>If collecting by absentia:</p> <p>Demand Draft No _____</p> <p>Bank Drawn on _____</p> <p>Date _____</p> <p>Note: On the back of the Demand Draft please write your name, ID number and name of the course</p>
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Applicant Signature

Registration No:

Date:

(ONLY for candidates requesting Diploma through authorised representative)

LETTER OF AUTHORISATION

(To be sent through authorised representative)

I _____(Applicant Name),

_____ (Registration Number) authorise the bearer of this letter

Mr/Ms _____(Name of Representative) to

collect my Diploma on by Behalf.

Date :

Signature of Applicant

Note : The bearer of this letter must carry a valid identification that clearly states their name
