

# VINAYAKA MISSION'S RESEARCH FOUNDATION, SALEM – 636 308.

(Deemed to be University Declared Under Section 3 of UGC Act, 1956)

## Directorate of Distance Education

### Application for Course Completion Certificate

Candidate should read the instructions very carefully before filling in the columns.

1. Name of the Student :  
(As registered in the University Records)
2. Father's Name :
3. Date of Birth :
4. Registration No. :
5. Name of the Course Studied :
6. Month & Year of passing :
7. Contact No. & e-Mail ID :
8. Details of Payment : DD/NEFT
9. Amount in Rs. :
10. DD no./NEFT Transaction ID :
11. Date of Payment :
12. Name of the Bank and Branch :
13. Complete address with PIN code :  
for communication

Date:

Signature of the Candidate

Place:

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FOR OFFICE USE ONLY

**Batch:**

**Actual Month of Examination:**

**Month & Year of Last Examination attended:**

### **Instructions to the candidates to submit the application for Course Completion certificate**

1. The application should be filled in with block letters.
2. The copies of Mark statements, Provisional certificate/Degree certificate of the respective course studied should be enclosed with the application without fail.
3. The processing fee of Rs.750/- (Rupees Seven Hundred and Fifty only) for Course Completion Certificate can be sent either by DD drawn in favour of the “**DDE, VMU**” payable at Salem or through NEFT payment to the following account.  
Current Account Name: DDE, Vinayaka Missions University,  
Account No.: 188702000000176  
IFSCode: IOBA0001887  
Bank : Indian Overseas Bank, Ariyanoor Branch, Ariyanoor, Salem - 636308.
4. Address to which the Course Completion certificate is to be sent must be complete with postal/ZIP code.
5. Contact details including mobile number and e-Mail ID are to be mentioned in clear. .
6. The duly filled in application along with necessary documents and DD / proof of NEFT payment should be submitted to **The Deputy Registrar (Admission & Finance)**, Directorate Distance Education, Vinayaka Missions Research Foundation (Deemed to be University), Ariyanoor, Salem – 636 308, TN.