HOW TO APPLY THROUGH ONLNE FOR Ph.D. REGISTRATION
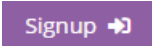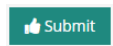
1. Sign Up yourself by clicking on **Signup** with valid e-mail id and password.

2. Once you have completed your Sign-up then click on **Student Login** to login in into your account.

3. After login, click on **Application Form** in the left menu panel to start filling your Ph.D. Application form.

4. The Application form contains 6 pages/steps, complete filling your application forms step by step, providing all mandatory details indicated by red star*.

5. The applicant can save the application form up-to what they have completed.

6. The applicant should submit their application form within 30 days from the date of sign-up, else their data will be removed from the Server automatically.

7. Fill the form with valid and legitimate information, and related attachments clearly in a readable quality.

   a. The Applicant photo and scanned signature image size should not exceed more than 30 KB.

   b. Size of the images of the Scanned documents for upload should not be greater than 300 KB

8. Applicants are requested to remit the registration fee through SBI I Collect to the MKU Registrar account only. Fee details as below,

Sl. No	Particulars	Fee for Indian Students in Rs.	Fee for NRI/Foreign Students in USD
1	Ph.D. Registration form	1,000	30
2	Registration Fees for all subjects	7,000 (M.Phil Candidates) & 10,000 (PG Candidates)	300 400

9. After the form is submitted the applicant can't able to make any changes. You are requested to verify all pages of online application and make sure that the data provided are accurate, clear and legitimate.

10. Once you have correctly filled the form, click the Submit button **Submit** and then yes to complete the online-submission process.

List of Uploads Required for Online Filling

Step 1:

1. Applicant Passport size photo (recently taken within 1 year)
2. Community Certificate
   a. Not applicable for OC, NRI or Foreigners
   b. For other state applicants, their community shall be considered tobe Open Category
3. Physically Challenged (if applicable)
4. Upload OBC certificate (if applicable)

Step 2:

1. Educational Qualification – School → SSLC and HSC Mark sheets (attachment button can be found at the right end of the table)
2. Educational Qualification – College → UG & PG / Integrated Course, and M.Phil.(ifapplicable) Degree Certificate(attachmentbuttoncan be foundat the right end of the table)
3. Qualifying Examination (if applicable) – Certificate of University Entrance Exam / NET / SET / GATE

Step 3:

1. Service – Cum - No Objection Certificate (Mandatory for Part-Time Applicants)
2. Approval Letter for Fellowship from the Supervisor's project (Mandatory for Applicant from the project who are exempted from the entrance examination)

Step 4:

1. Research Proposal (Mandatory) – the proposal should be 1-2 pages and the same should be signed with date by the student and supervisor

Step 5:

1. Passport Copy (Mandatory for Foreign/NRI applicants)
2. Visa copy (Mandatory for Foreign/NRI applicants)
3. Selection / Admission order from the University / College (Mandatory for all)
4. Supervisor Information Report (Mandatory for all)
5. Centre Information Report (Mandatory for all)
6. Facility providing Certificate by Centre (Mandatory for all)
7. Address Proof (if applicable)
8. Certificate for Name change (if applicable)

Step 6:

1. Scanned signature of the applicant (Mandatory for all)

1. Take the application form print-out.

2. The application form should be signed by the concern authorities with Seal and Date. (a. Student, b. Supervisor, c. Head of the Department, d. Principal / Head of the Institution [(d) is not applicable for University departments]).

3. After completing all required documents including Selection / Admission order from the University / College, the original signed print out of the application with Copy of fee paid receipt should be submitted to The Co-Ordinator – Research, Madurai Kamaraj University through Proper Channel.

Enclosures to be submitted with the online-application print-out:

1. Fee paid receipt

2. Community Certificate - attested Xerox (if applicable)

3. Physically Challenged - attested Xerox (if applicable)

4. School, UG , PG and M.Phil Consolidated Mark sheet & Degree Certificates – attested Xerox

5. MKU's Eligibility Certificate / NET / SET / GATE – attested Xerox (if applicable)

6. Service - Cum - No Objection Certificate – Original (If Employed)

7. Project Fellowship approval letter – attested Xerox (for Applicant from Supervisor's project fellowship)

8. Proposal of the Research work

9. Passport Copy (Mandatory for Foreign/NRI applicants) - attested Xerox

10. Visa copy (Mandatory for Foreign/NRI applicants) – attested Xerox

11. Selection / Admission order from the University / College – Original

12. Information provided by Supervisor– Original

13. Information provided by HoD/Principal/Head of the Institution – Original

14. Facility providing Certificate by the Dept/Institution – Original

Contact for any clarifications: **rsm@mkuresearch.org;** for technical problems: 0452-2458471 (Extn: 251).

CO-ORDINATOR
RESEARCH