

Procedure to be followed for sending the application to CEE office

In the first page of Printout of Application (Mandatory)

- **Affix Passport size photograph :** Affix a passport size (3.5 x 4.5 cm) photograph (this should be the copy of the uploaded photo), get it **attested by a Gazetted Officer OR the Head of the Institution** where the candidate has last studied.
- **Signature of Candidate and Parent :** The applicant and the parent should sign in the specified areas on the printout of the Application.
- **Left thumb impression of Candidate :** Left thumb impression of the candidate has to be affixed in the specified areas on the printout of the Application.

Supporting documents to be attached by all candidates (Mandatory)

- **Nativity Certificate :** If Keralite, produce self attested copy of Birth certificate/SSLC/Passport showing the place of birth is in any where Kerala or any other proof mentioned in the Clause 6.1.1 of Prospectus.
For non-keralite, any of the certificates mentioned in Clause 6.1.1 of prospectus should be produced.
- **Course Certificate/Mark List :**
For appearing student : Original Course Certificate (Prescribed format) from where the candidate has studied last for those candidates who have been appearing the qualifying examination(plus two/Degree).
For passed student : Self Attested copy of Mark list or Pass certificate for those who have passed the qualifying examination.
- **Proof of Date of Birth :**
Proof of Date of birth such as Birth Certificate/SSLC/Passport/Course Certificate showing the date of birth should be attached along with application.

Supporting documents to be attached only if the following claim

- **SEBC/OEC reservation :** Original Non-Creamy Layer Certificate from Village Office if claiming SEBC/OEC reservation.
- **SC/ST reservation :** Original Community certificate from Thahsildar if claiming SC/ST reservation
- **Special reservation :** Produce proof for Special reservation if you claim.
- **PD reservation :** If you claim Person with Disability, furnish the proof for the same.
- **Income Certificate :** If you want to consider for any fee concession, produce Original Income Certificate.

Enclose the application and all necessary supporting documents in the envelope and send so as to reach the Office of the Commissioner for Entrance Examinations before the last date specified for receiving the application, at CEE office.

Address to which the Application is to be sent:

The Commissioner for Entrance Examinations
5th Floor, Housing Board Buildings, Santhi Nagar,
Thiruvananthapuram – 695001, Kerala.