

**KURUKSHETRA UNIVERSITY, KURUKSHETRA**  
(Established by the State Legislature Act XII of 1956)  
("A" Grade, NAAC Accredited)

**Form of Application for Permission to Change an Examination Centre**

*(Applications submitted should be in conformity with rules given on the back of the form. Applications received after the dates given in clause 3 overleaf will not be entertained).  
(Particulars to be filled in by the Candidate)*

1. Name..... Father's Name .....
2. Name of Examination.....
3. University Receipt No...../OBC Scroll No. .... Dated.....Rs. ....  
(for having paid the fee)
4. Name of College (if a regular candidate).....
5. Are the two copies of photograph (duly attested) being sent with this application.....
6. SUBJECT OFFERED ..... Option in the subject, if any  
(i) .....  
(ii) .....  
(iii) .....  
(iv) .....  
(v) .....  
(vi) Additional.....
7. Centre of examination as given in the admission form.....
8. Centre at which the candidate now desires to appear.....
9. University Receipt No. and date.....
10. Postal Order Nos. and date.....
11. Reasons for change with documentary proof .....

.....  
(Signature of the applicant)

Address.....

Mob. No. ....

Certified that the above-mentioned particulars and reasons given by the applicant for change of his/her centre are correct

.....  
(Signature of the attesting Officer)  
(Office Stamp)

Note:- The attestation of the authority who has attested the admission form will only be accepted.

**REPORT BY THE RESULTS BRANCH**

- (1) Whether photos duly signed and attested received or not .....
- (2) Discrepancy in application, if any.....
- (3) Whether provision and accommodation exist or not at the change centre, .....

Necessary provision and accommodation exist in the centre :-

Centre change from.....Centre (No.....)

to.....

Centre (No.....) Recommended/Not Recommended

Reason.....

Assistant

Dealing clerk

Final order of

1. A.R./D.R. (Exams.)

Superintendent (Exams.)

2. Controller of Exams .....

The application must be accompanied by two copies of the candidate's photograph bearing the candidate's signatures in full duly attested on the back by the authority who signed his admission form and must attach the documentary proof.

P.T.O.

## RULES FOR CHANGE OF CENTRE

1. The change in the centre of examination will be asked only for the following reasons :
  - (i) If the candidate or his father has been transferred and the fact of transfer is certified by the Head of the Office of Department in which his/her father or guardian is employed.
  - (ii) If the change of centre has been necessitated by reason of a candidate's ill health and this fact is supported by a certificate from an Assistant Surgeon.
  - (iii) The Controller of Examinations might authorise change of centre in case of exceptional circumstances.
2. The application on the Prescribed Form for change of centre should come through the Head of the Institution concerned in the case of College candidates, and through the person who has attested his admission form and was authorised by the University for signing or countersigning the admission form in the case of private candidates.
3.
  - (a) Fee for the change of exams. centre one month before the commencement of the exam. will be Rs. 100/-
  - (b) Fee for the change of exams centre upto 15 days before the commencement of exams. will be Rs. 250/-  
Fee can be deposited in any CBS Branch of PNB in India/O.B.C. Bank.
4. The application must be accompanied by two copies of the Candidate's photograph bearing the candidate's signature in full duly attested on the back of the Office mentioned in Rule 2.
5. Centre change fee is not refundable unless the change of centre has been rejected by the University. The application for refund shall be entertained only if received within three months from the date of issue of the letter rejecting the application.