

**THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY
HYDERABAD - 500 007, INDIA**



Affix a recent
photograph

**SCHOOL OF DISTANCE EDUCATION
APPLICATION FOR ADMISSION TO
M.A. ENGLISH (DISTANCE MODE) (2021-2022)**

NAME OF THE APPLICANT: Mr./ Ms./ Dr. _____

CHECK LIST FOR APPLICANTS

1. Degree Certificate
2. Degree Marksheet
3. SSC/ High School Certificate
4. Application Fee + Programme Fee
 - a. Demand Drafts
 - b. Online payment
5. SC/ST/OBC Certificate
6. Visually/
Physically challenged Certificate
7. Hall Ticket
8. ID proof
[Aadhaar card, PAN card, EPIC or
Passport]
9. Document proof for
change of name
[Marriage certificate/
Legal Affidavit/ Gazette Notification]

FOR OFFICE USE ONLY

Eligible Yes No

Admitted Yes No

Checked by

DA SO Programme Coordinator(s)

Roll No.

Candidates are required to submit a clear self-attested photocopy of their Aadhaar card, PAN card, EPIC or Passport wherein their photograph should be clearly visible. Details like candidate's name, father's and/or mother's name and date of birth should be **exactly the same** in the application form and the identity proof.

- 1. Name in full** : Mr./ Ms. _____
(in BLOCK letters)
- 2. Date of birth** Day _____ Month _____ Year _____
- Place of birth** : District _____ State _____
- 3. Nationality** : _____
- 4. Mother's name** : _____
- 5. Father's name** : _____

6. Educational Qualifications

Examination passed (begin with Bachelor's degree)	University/ Institution	Subject(s)	Division/ Class	Percentage of Marks	Year of passing

7. Fee particulars

Demand Draft(s)		Online payment	
Bank		Transaction No.	
DD No.& Amount Rs.		Date	
DD No.& Amount Rs.		Amount Rs.	

8. Current Postal address

Permanent address

State _____

State _____

Pin code _____

Pin code _____

Telephone/ _____

Telephone/ _____

Mobile No. _____

Mobile No. _____

email ID _____

All future communication with and from the School of Distance Education, unless otherwise required, will preferably be only through emails. Therefore, please give us a working email ID and write it legibly. If you do not have an email ID, please create one and fill it in.

9. Do you belong to any of these categories?

- | | |
|--------------------------|---------|
| a. Scheduled Caste | Yes/ No |
| b. Scheduled Tribe | Yes/ No |
| c. OBC | Yes/ No |
| d. Visually challenged | Yes/ No |
| e. Physically challenged | Yes/ No |

If yes, please enclose a certificate from a competent authority.

10. What languages other than English can you

Speak?

Read?

11. Present employment

Student Homemaker Unemployed
Private employee Govt. employee

DECLARATION

1. I will abide by the rules of the University and will not act in any manner that will hamper the discipline of the University.
2. The information I have given above is correct and complete.
3. I understand that any false information given by me may result in cancellation of my admission.

Place :

Date :

Signature of the candidate

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**SCHOOL OF DISTANCE EDUCATION
M.A. ENGLISH (DISTANCE MODE)
HALL TICKET**

(..... Month Year)

Affix a recent
photograph

Name of the applicant _____

Roll No. _____

(to be filled in by the School of Distance Education Office)

I bear the following marks of identification

1. _____

2. _____

Specimen signature of the candidate

DA

SO

DEAN

Candidates are required to submit a clear self-attested photocopy of their Aadhaar card, PAN card, EPIC or Passport wherein their photograph **should be clearly visible**. The original of the ID proof submitted has to be produced in the exam hall for verification.

INSTRUCTIONS TO CANDIDATES

(Please print this sheet on the back side of the Hall Ticket)

1. Candidates are required to bring along with them their hall ticket every day of the examination and it should be presented for inspection whenever demanded. .
2. Candidates should be in their seats at least five minutes before the distribution of the question paper.
3. No candidate shall be permitted to enter the examination hall after half an hour of the commencement of the examination. No candidate shall be permitted to leave the examination hall during the first half an hour of the examination. If a candidate leaves the hall during the first half an hour of the examination, s/he will not be permitted to re-enter the hall to answer the paper.
4. Candidates are prohibited from writing their names on any part of the answer book. They should write their Roll No. legibly on the cover of the answer books only in the space specially provided for the purpose; otherwise their answer books will not be valued.
5. Answers should be written on both sides of the paper.
6. Candidates should on no account address any communication to the examiner. They should also not address the examiner in any manner whatsoever in their answer books. If they do so, their papers will not be valued.
7. Candidates are prohibited from bringing into the examination hall any books, notebooks or loose sheets of paper. If they do, they are liable to expulsion. Candidates are also prohibited from talking to each other or from copying from others or allowing others to copy from them; or taking or giving any other kind of assistance, or talking to or communicating with a person outside the examination hall. If a candidate is found violating these rules, s/he will at once be expelled from the examination hall and will not be allowed to sit for the remaining papers.
8. No part of the answer book should be separated and no paper detached from or attached to the answer book. If the answer book is not sufficient, additional book or books will be provided which should be securely fastened to the answer book.
9. Mobile phones and electronic devices are prohibited and will not be permitted in the examination hall.

Do not send this to us.

The Application form is the first 06 (six pages) of this document. Print it back to back and send it to us filled in.

**THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY
HYDERABAD - 500 007, INDIA**

**SCHOOL OF DISTANCE EDUCATION
M.A. ENGLISH (DISTANCE MODE)**

ELIGIBILITY INFORMATION

1. Programme duration : **Two years (Semester wise)**
2. Eligibility : Bachelor's Degree or a higher degree from a recognized university
3. Procedure for application :
 - a. All entries must be typed or written in BLOCK LETTERS.
 - b. Print the application form **back-to-back** – only the first 06 (six pages).
 - c. Your application needs to have only two mark sheets and two certificates: Bachelor's Degree or a higher degree and Class X (SSC/ High School Certificate). Please do not send any unnecessary mark sheets and certificates.
 - d. Applications not accompanied by a copy of Bachelor's Degree or a higher degree and Class X (SSC/ High School Certificate) and the total fee will be rejected. Please make sure that candidate's name, father's and/or mother's name and date of birth should be **exactly the same** in the application form, identity proof and other documents.
 - e. The Hall Ticket has to be filled-in, signed and submitted along with the application form. The candidate's photograph must be affixed. The Hall Ticket's front and back pages (Pages 5 and 6) must be printed **back-to-back**.
 - f. It is mandatory to submit a clear photocopy of your Aadhaar card, PAN card, EPIC or Passport.
 - g. You need to put your signature in full at two places: on the Declaration Page and the Hall Ticket.
 - h. If your present name is different from the one in your SSC/ High School Certificate, please enclose a document as proof (i.e. Marriage certificate/ Legal Affidavit). If the changed name is to be mentioned on the final certificate that would be issued on successful completion of the programme, a Gazette Notification is required or else the name in your SSC/High School Certificate would be considered.

4. Fee payment

The fee can be remitted by a demand draft **or** online.

- a. Demand Draft The DD should be drawn in favour of the "The Registrar, The EFL University, Hyderabad".
- b. Online payment Account Name Tuition Fee A/c
Account No. 62101 67 6109
Bank State Bank of India
Branch EFL University Branch, Hyderabad
IFSC code SBIN0021106

If online payment is made, please take a screen shot of the payment or note the transaction details (transaction number, date and amount) and attach it to the application form.

5. Fee structure

- a. Fee structure for Indian nationals (residing in India)

Fee component	Category		
	General/ OBC Rs.	SC/ ST Rs.	Fee for VHC/PHC Rs.
Registration fee	220	220	220
Tuition fee (including examination fee)	1210	605	--
Student Welfare Fund	1980	990	--
Development Fund	1100	550	--
Postage	1100	1100	1100
Total Programme fee	5610	3465	1320
Cost of application form	550	275	--

Note: Differently-abled (VHC/ PHC) students have to pay only the *Registration fee and the Postage.*

6. Submission of filled-in application form

If the application form is sent by post, relevant certificates and demand drafts should be enclosed. Please send the application form by registered post with acknowledgement due to:

The Dean
School of Distance Education
The English and Foreign Languages University
Hyderabad – 500 007
India

7. Refund of fee

- a. Total programme fees will be refunded to the candidates who are ineligible for admission or, for any other reason, are not admitted to the programme.
- b. However, it shall not be refunded to those who are given admission.

8. Last date for submission of filled-in application forms

Filled-in application forms will be accepted till **10th February, 2022**

9. **Details of the courses Semester wise will be informed in the Admission letter.**