MAHATMA GANDHI UNIVERSITY
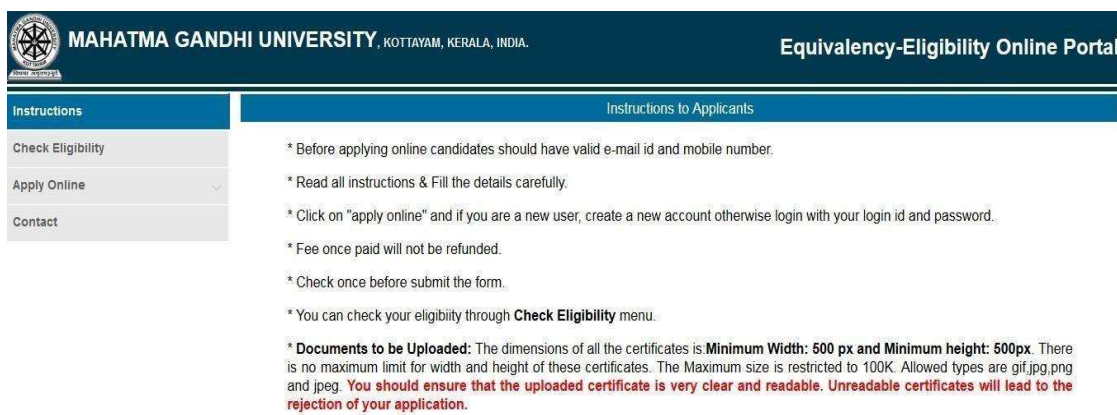
INSTRUCTIONS FOR ONLINE EQUIVALENCY-ELIGIBILITY CERTIFICATE AND COURSE RECOGNITION

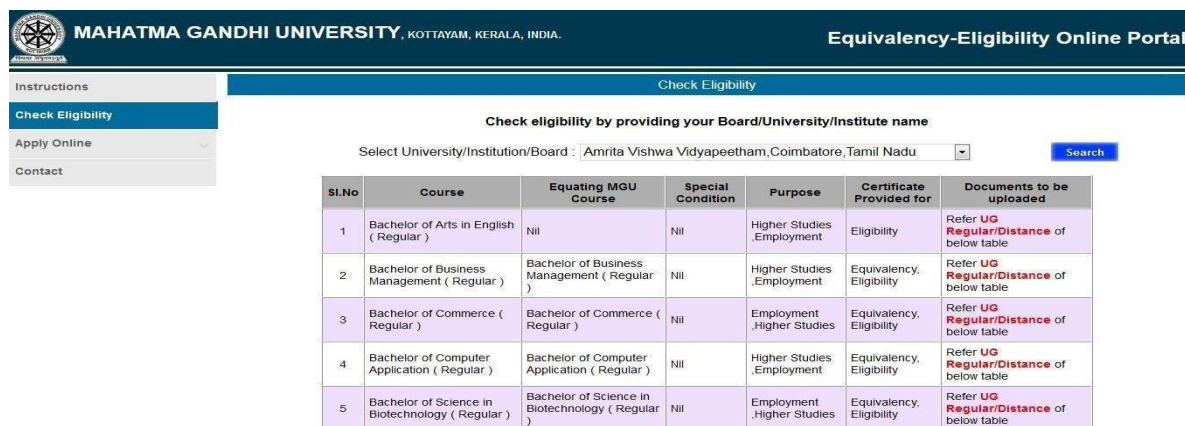1. Visit website **http://certificates.mgu.ac.in**

2. Candidate can apply for Equivalency / Eligibility certificate and Course recognition through this portal.(As per U.O Number 4074/Ac.D/2020/MGU dated 16-09-2020 it is decided not to accept Course Recognition application for B.E, B.Tech, M.E and M.Tech programme. It is also decided not to issue 'Equivalency Cerificate' to B.E, B.Tech,M.E and M.Tech Graduates who have taken admission after 2014.)

3. For viewing courses recognized by MG University, Click on **Check Eligibility** link, select the university and search. It will list all the courses of that particular university which are recognized by MG University along with the list of documents needed to apply for each course.

4. For applying online click on **Apply Online** link. If you are a new user, you have to create an account first. To create an account click on the **Create Account** link. Your login id and password will be sent to you via registered email id and mobile number.

5. If you already have an account, login with the login id and password.

6. Candidate can apply for more than one application through their account.

7. After login there will be a dashboard in which detailed instructions for the applicant are provided.

How to apply for Equivalency/Eligibility Certificate

Step 1: Click on the **Apply for Equivalency/Eligibility Certificate** Menu.

Step 2: Check whether you are eligible to apply for equivalency/eligibility certificate by providing your education details and purpose for which certificate is required. If your course is

recognized by MGU you can proceed by selecting the course you studied and the equivalent MG university course.

Step 3: Upload all the required documents and click on the **Proceed to next step** button.

Step 4: This page will display the detailed application. Verify the details, edit as needed using the edit button. You can't edit the application once you proceed to payment.

Step 5: Complete the Online fee payment, print the receipt if needed and proceed to next step.

Step 6: Submit application after verifying the details.

MAHATMA GANDHI UNIVERSITY, KOTTAYAM, KERALA, INDIA.

Equivalency-Eligibility Online Portal

Home
Basic Details
Apply for Course Recognition
Apply for Equivalency/Eligibility
Application Status
Contact
Logout

Submit Application

Name of Applicant	:	Amrutha Manoharan
Email Id	:	amruthamanoharan01@gmail.com
Certificate required for	:	Equivalency
Name of the University/Board which conducted the examination	:	Amrita Vishwa Vidyapeetham,Coimbatore, Tamil Nadu
Name of the course passed by the candidate	:	Bachelor of Computer Application
Equivalent Course	:	Bachelor of Computer Application
Purpose for which certificate is required	:	Higher Studies
Fee Paid	:	100.00

Submit Application

© 2017 Mahatma Gandhi University, Kottayam, Kerala. Powered by IT Cell Admin. All Rights Reserved.

* Status of the application will be sent to you via Email and SMS, or the applicant can view the status by login to their account.

* Click on Application Status link. It will display applications along with status shown in the status column. If the application is rejected the status will be Resubmit and you can resubmit your application with proper details. If the status column having a **download** button, it means your certificate is generated and you can download your certificate by clicking **download** button. If this column shows status as **INCOMPLETE**, the you have to click on that text to complete the application. Status will be Accepted when the start proceeding application.

* When your certificate is ready to download, you will be informed via Email and SMS. You can download your Equivalency/Eligibility certificate by clicking the **download** button in the **Application Status** menu.

* If the applicant failed to complete the application, the he/she can login to their account and click on the **Application Status** link and proceed with the application by clicking the **INCOMPLETE** text in status column.

8. For any query applicant can contact the corresponding section using the Email and Phone number provided.

9. In case your degree is of a regular course and the degree is not found amongst the mapped courses, you can send an email with scanned copies of Degree certificate/Provisional Certificate and TC/course certificate for taking necessary action for listing the said course and enabling you to submit application.

How to apply for Course Recognition

Step 1: Click on the **Apply for Course Recognition** Menu.

Step 2: Complete the basic details. (Communication will be sent to you via the Address/Mobile Number/Email Id provided.)

Step 3: Complete the application by providing details of course for which the recognition is sought and click on the **Save and Proceed** to next step button.

Details of the Degree to be recognized

Course Conducted by	: --Select-- ▼
Name of University/Board/Institution which conducted the examination	: [_____]
Course Level	: --Select-- ▼
Name of Course	: [_____]
Mode of study	: --Select-- ▼
Course Scheme	: --Select-- ▼
Course Type	: --Select-- ▼
Pattern of Study	: [_____] (eg: 10+2+3)
Duration of the Course	: --From-- ▼ --To-- ▼
Month and year of passing the examination	: --Month-- ▼ --Year-- ▼
Register No	: [_____]
Name of the Degree of MG University to be equated	: --Select-- ▼
Purpose for which recognition is sought	: --Select-- ▼

Save and Proceed to next Step

Step 4: After verifying the details in the page click on **Pay Now** button. Complete the Online fee payment, print the receipt if needed and proceed to next step.

MAHATMA GANDHI UNIVERSITY, KOTTAYAM, KERALA, INDIA.

Equivalency-Eligibility Online Portal

Home
Basic Details
Apply for Course Recognition
Apply for Equivalency/Eligibility
Application Status
Contact
Logout

Fee Payment

Name of Applicant	:	Amrutha Manoharan
Mobile Number	:	8889785758
Email Id	:	amruthamanoharan001@gmail.com
Fee Amount	:	**Rs. 300**

Pay Now

Step 5: This page will display full details of application. Print the application form by clicking the **Print Application** button provided at the bottom of the page.

Step 6: **Mail the application form along with listed documents to courserecogn@mgu.ac.in.**

* Status of the application will be sent to you via Email and SMS, or the applicant can view the status by login to their account.

* Click on **Application Status** link. It will display applications along with status shown in the status column. If the application is rejected the status will be **Rejected** and if it is approved then the status will the **Approved**. If the status column having a **download** button, it means your application is completed and you can download your application by clicking **download** button. If this column shows status as INCOMPLETE, then you have to click on that text to complete the application.

* If the applicant failed to complete the application, the he/she can login to their account and click on the Application Status link and proceed with the application by clicking the **INCOMPLETE** text in status column.

* Applicant will receive University Order by post.