

How to apply for Online application of certificate

Open the Online Application Portal of Kerala Agricultural University <https://apply.kau.in/>



Before applying please read the **Instructions->Guidelines** in the site.

Important note: The students who have already remitted the fee for certificates, **need not** pay again through **State Bank Collect**. Others please pay the **Certificate Fee** using **State Bank Collect** link. For **Payment Category** select **Certificate Fee**. Please enter the **Fee for the Certificate** and pay. Please note the receipt number (DU Reference Number) while using **State Bank Collect**.

If not registered in the site, click **REGISTER**



Following page is displayed. Enter the details and click **Save**.

ONLINE APPLICATION PORTAL
KERALA AGRICULTURAL UNIVERSITY

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Register As

Email ID *

Full Name *

Captcha

Enter Captcha *

Register As *

On successful registration email will be sent to the registered **Email ID**. Please check the inbox.

Login ID and **password** is sent to the Email ID.



KAU Online Application for Certificates - Registration Inbox x

noreply.academic@kau.in
to me ▾

Dear Student,

You have successfully registered as Applicant(Student). Your credentials are:	
LoginID	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
Password	XXXXXXXXXXXXXX
Applied On	XXXXXXXXXX
Website	apply.kau.in

Kerala Agricultural University

If already registered, click **LOGIN**.



If first time login enter the **Login ID** and **password** received in registered email.

Enter **captcha**. Click the **Login**  button.

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LOGIN

LoginID/EmailID *

Password *

Captcha

Enter Captcha*

Login

Forgot Password

Change Password screen is displayed (for first time login). Enter the Login ID, password received through registered Email. Enter **new password** and **confirm password**.

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Change Password

LoginID/ EmailID *

Old Password *

New Password *

Confirm Password *

Save

Close

Click **Save** button. **Successfully Updated** message is displayed.



Click [Home](#)

Click **LOGIN**

Enter **Login ID**, changed **password**, **captcha** click [Login](#)

Following **Applicant Dash Board** screen is displayed.

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Logged in As : Student

My Profile

[Logout](#)

Click **My Profile**. Enter details. Click **Save MY Profile** button. Saved MyProfile message will be displayed. Click [Applicant Dash Board](#) link to return to Applicant DashBoard.

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[Applicant Dash Board](#)

Applicant Name: xxxxxxxxxxxxxxxxxxxx

Date of Birth:

Gender: Male

Category: General

Nationality: INDIA

Name of Father/Guardian:

RelationShip:

Email Address: xxxxxxxxxxxxxxxxxxxx

Mobile Number:

Contact

House Name:

Street Address:

City:

District:

Pin code:

Country:

[SAVE MY Profile](#) All fields are mandatory

Applicant Dashboard after saving My Profile is as follows.

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Logged in As : Student

My Profile	My Applications
	Equivalency Certificate (Non-KAU Applicants)
New Application	Logout

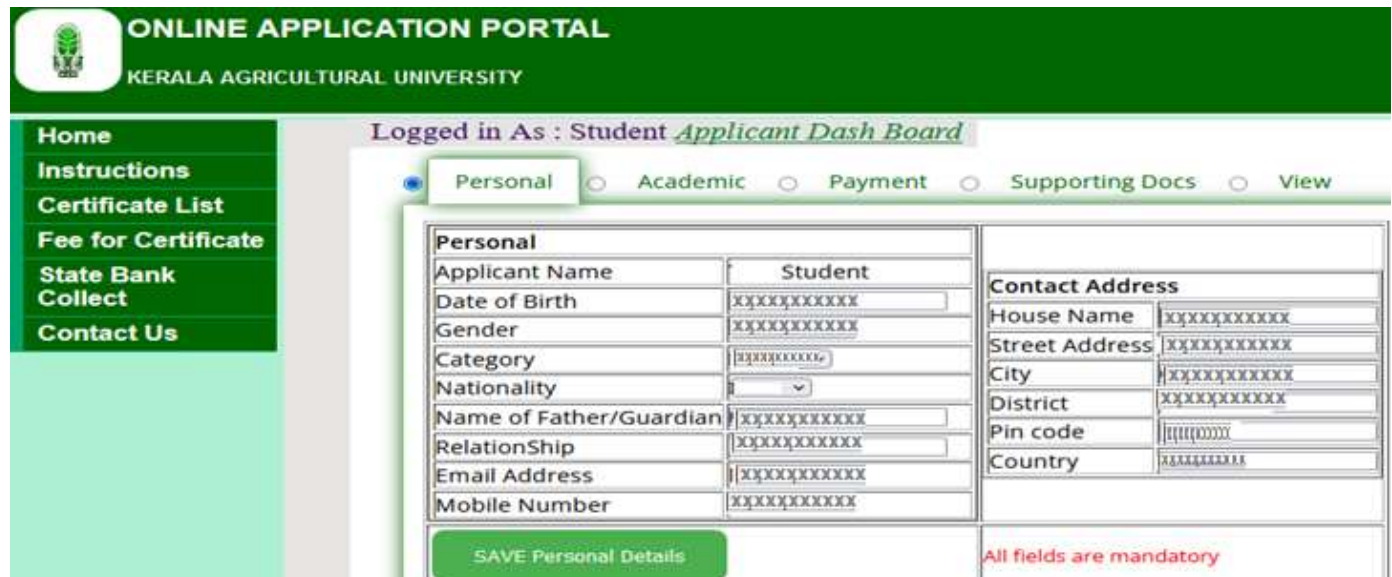
For Migration Certificate, Provisional Degree Certificate, Rank Certificate Click **New Application** [New Application](#) in Applicant Dashboard.

For Equivalency Certificate, Select **Equivalence Certificate (Non-KAU Applicants)** [Equivalency Certificate \(Non-KAU Applicants\)](#) in Applicant Dashboard.

*(Please don't Click **New Application** OR **Equivalence Certificate (Non-KAU Applicants)** in case of network issue or session time out. In such case please click **My Applications**, partially filled application will be available in [blue colored underlined link](#) as below)*

Click **New Application**  OR **Equivalency Certificate (Non-KAU Applicants)** as required.

Application Form is displayed with **Personal, Academic, Payment, Supporting Docs and View** Tabs. Click the **Personal** Tab, details entered in My Profile is displayed. Click **Save Personal Details**.

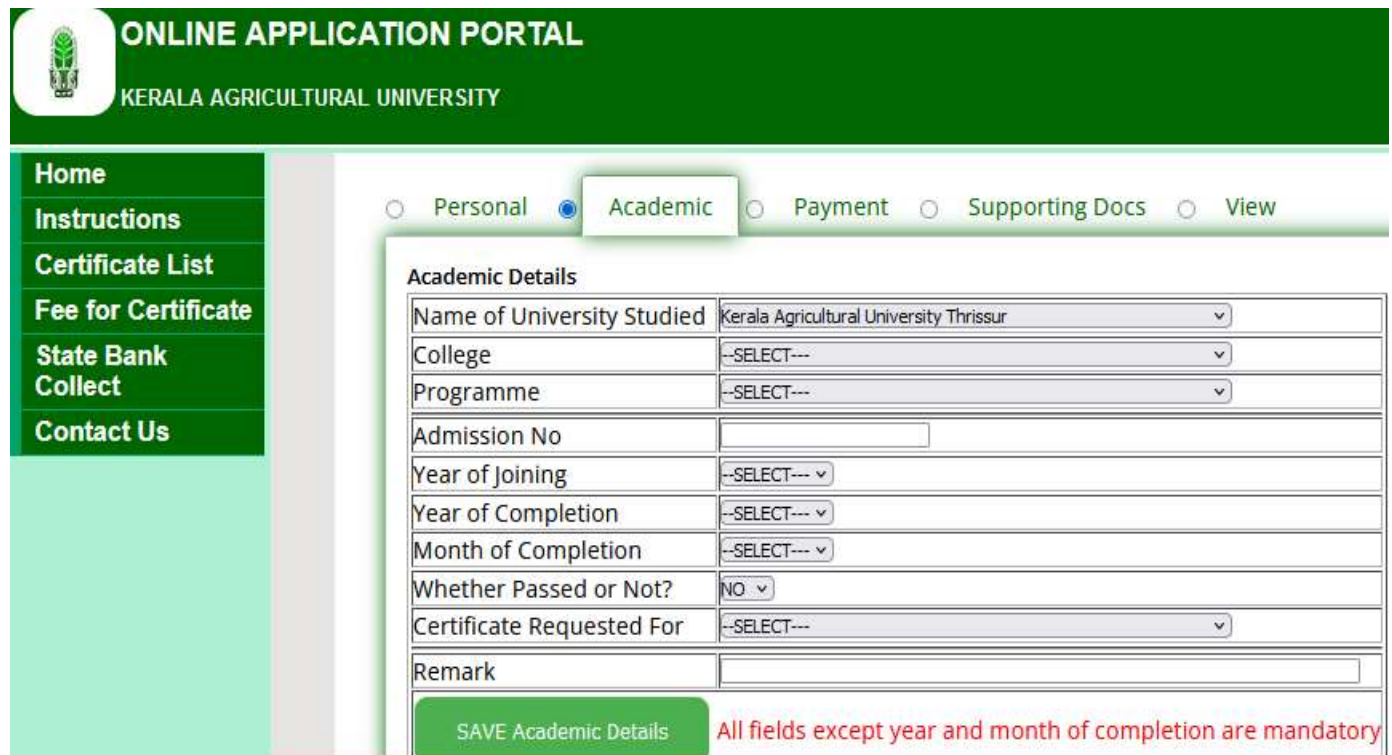


The screenshot shows the 'ONLINE APPLICATION PORTAL' for Kerala Agricultural University. The user is logged in as a 'Student Applicant Dash Board'. The 'Personal' tab is selected, displaying a form with the following fields:

Personal	
Applicant Name	Student
Date of Birth	xxxxxxxxxx
Gender	xxxxxxxxxx
Category	xxxxxxxxxx
Nationality	▼
Name of Father/Guardian	xxxxxxxxxx
RelationShip	xxxxxxxxxx
Email Address	xxxxxxxxxx
Mobile Number	xxxxxxxxxx

Below the form is a green button labeled 'SAVE Personal Details'. To the right, a 'Contact Address' section contains fields for House Name, Street Address, City, District, Pin code, and Country, all with placeholder text. A red note at the bottom right states 'All fields are mandatory'.

Click **Academic** Tab enter the details and click **Save Academic Details**.



The screenshot shows the 'ONLINE APPLICATION PORTAL' for Kerala Agricultural University. The user is logged in as a 'Student Applicant Dash Board'. The 'Academic' tab is selected, displaying a form with the following fields:

Academic Details	
Name of University Studied	Kerala Agricultural University Thrissur ▼
College	--SELECT-- ▼
Programme	--SELECT-- ▼
Admission No	
Year of Joining	--SELECT-- ▼
Year of Completion	--SELECT-- ▼
Month of Completion	--SELECT-- ▼
Whether Passed or Not?	NO ▼
Certificate Requested For	--SELECT-- ▼
Remark	

Below the form is a green button labeled 'SAVE Academic Details'. To the right, a red note states 'All fields except year and month of completion are mandatory'.

Click **Payment** Tab, enter details and click **Save Payment Details**.

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Personal Academic **Payment** Supporting Docs View

Payment Details

Those who have not paid the Certificate Fee, please pay using [State Bank Collect](#) link given on menu left side.

Application Registration Number	APPNO4186
Mode of Payment	Demand Draft
Cash Receipt Number/ KAU Chellan Receipt Number/ Demand Draft Number/ DU Reference Number	0
Cash Receipt/Chellan/Cheque Date	
Name of Bank	
Bank Branch	
Amount Paid	0

[SAVE Payment Details](#) All fields are mandatory

Click **Supporting Docs** Tab, upload the files listed. To upload file press, **Click Here** button.

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Personal Academic Payment **Supporting Docs** View

Supporting Documents

SINo	Documents to be uploaded	Upload
1	Non-Liability Certificate	Click Here
2	Passport size photo 150(w) x 200(h) , 30 KB	Click Here
3	Fee Receipt	Click Here
4	Declaration against Dowry	Click Here

SINo	Name of Documents	Certificate #	Certificate Date	Uploaded Doc Name	Upload Status	Upload
All Documents are mandatory						



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Document Files to Upload

Select Supporting documents to upload

To upload file,

Step 1 – Click **Browse** button, select the file

Step 2 – Click **Upload** button. If uploaded correctly, **You have saved file Successfully** message is displayed.

Step 3 – Click **BackToApplicationForm**

Files uploaded is displayed in the **Supporting Docs**.

Click **View** Tab, the Filled application form will be displayed.

To submit the application form, Click **Final Submission**, the application is submitted to the section. Applicant Dashboard is displayed. To take copy of application form if wanted, click **Print** button.

Personal
 Academic
 Payment
 Supporting Docs
 View

View & Final Submission

Academic Form No.19

KERALA AGRICULTURAL UNIVERSITY

1. Certificate for which application is made	Provisional Degree Certificate
--	--------------------------------

10. Fee Payment Details: No and date of Cash Receipt/KAU chalan/DD/Online transaction details	Demand Draft, csh 1233, 14/Jan/2025, SBI, KAU Campus.
Place: DDDDDDDDD	
Date: 14/Jan/2025	Sd/-

SINO	Name of Documents	Certificate #	Certificate Date	Uploaded Doc Name	Upload Status
1	Non-Liability Certificate			\\Docs\2025\4186\Fee_.pdf	Uploaded
2	Passport size photo 150(w) x 200(h) , 30 KB			\\Docs\2025\4186\TestPhoto_Valid.jpg	Uploaded
3	Fee Receipt			\\Docs\2025\4186_.pdf	Uploaded
4	Declaration against Dowry			\\Docs\2025\4186_.pdf	Uploaded

On Final Submission an email is sent to registered Email ID with following matter:

You have successfully submitted application for <Certificate name> for the Program <Program Name>. Your application number is <Application Number>

To view the status of application submitted, in the Applicant DashBoard, click [My Applications](#) , following page is displayed. The Status of Application can be viewed in Status column.

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Logged in As : Student [Applicant Dash Board](#)

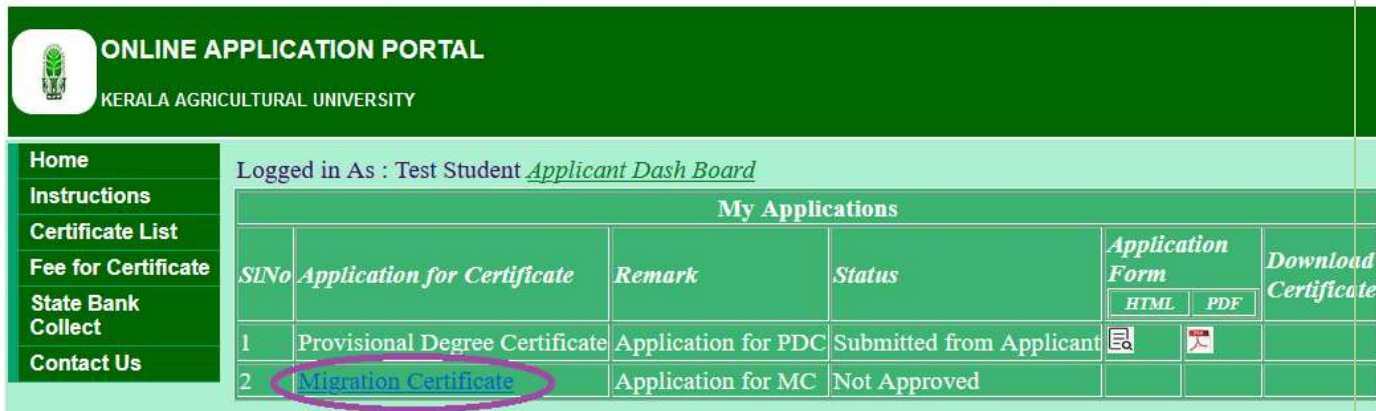
My Applications						
SINo	Application for Certificate	Remark	Status	Application Form		Download Certificate
				HTML	PDF	
1	Provisional Degree Certificate	Application for PDC	Submitted from Applicant			

Click **Applicant DashBoard** link to return to Dashboard. Click [Logout](#) to logout from site.

Frequently asked questions

1. How to view partially filled Applications?

In the **Applicant Dashboard**, click **My Applications**, following screen is displayed. In the **Application for Certificate** column, partially filled application is displayed in **blue color** and underlined, **Status** will be **Not Approved**. Click the underlined blue colored application, partially filled application is displayed, fill the remaining details and submit.



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Logged in As : Test Student [Applicant Dash Board](#)

My Applications						
SlNo	Application for Certificate	Remark	Status	Application Form		Download Certificate
				HTML	PDF	
1	Provisional Degree Certificate	Application for PDC	Submitted from Applicant			
2	<u>Migration Certificate</u>	Application for MC	Not Approved			

2. Is it possible to edit submitted application?
It is not possible to edit submitted application.
3. How to reset password?



Click **Home**. Click **LOGIN**



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LOGIN

LoginID/EmailID *

Password *

Captcha

Enter Captcha *

Click **Forgot Password**. Following screen is displayed. Enter the LoginID, new password, confirm password, Applied On (*this is the Applied On date in the initial registration Email, select the date*). Click **Reset Password**. **Successfully Updated** message is displayed if saved correctly.

Registration Email

KAU Online Application for Certificates - Registration Inbox x

noreply.academic@kau.in

to me ▾

Dear Student,

You have successfully registered as Applicant(Student). Your credentials are:	
LoginID	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
Password	XXXXXXXXXXXXXXXXXXXX
Applied On	XXXXXXXXXX Applied on Date in Email
Website	apply.kau.in




Kerala Agricultural University

4. How to Download Certificate?

Only Provisional Degree Certificate can be downloaded. Provisional, Migration, Transcript & Rank certificates will be sent through post from Section based on application. Once Application is verified and approved in section, an email (**KAU Online Application for Certificates - Application Status**) is sent to the registered email ID. Email has the password to open the certificate in PDF format.

Click **My Applications** , click the  icon in **Download Certificate** column.

Logged in As : *: Applicant Dash Board*

My Applications						
SlNo	Application for Certificate	Remark	Status	Application Form		Download Certificate
				HTML	PDF	
1	Provisional Degree Certificate	Verified Approved	Approved			

Enter the password to open this PDF file.

Enter the password (received in email) to open the certificate in pdf format. Click OK.

Certificate will be opened in browser. Click  in the browser (Mozilla Firefox) to save the Certificate OR File-> Print-> Destination – Microsoft Print to PDF (enter filename to save)