



**Template form for students want to seek transfer**  
**at Sarvajanik University**

Date: \_\_\_\_\_

To,

Principal/Dean of Faculty,

**Sub: Request to enrol at \_\_\_\_\_ (institute name) in \_\_\_\_\_ (program name) from sem \_\_\_\_\_ of academic year \_\_\_\_\_.**

Dear sir/madam,

For above subject I want to put my candidature for seeking transfer at Sarvajanik University and admission.

**Student's details:**

<b>Name of student:</b>	Mr/Ms.	<b>Contact number</b>	
<b>Full Address:</b>		<b>Email:</b>	
Parent's name:	Mr/Ms	<b>Contact number</b>	
City:		<b>State:</b>	
<b>Full Address:</b>		<b>Email:</b>	

<b>Name of Earlier university attended</b>		<b>Website:</b>	
<b>Full address</b>		<b>Program website:</b>	
city:			
State:			
<b>Name of Earlier Institute attended</b>		<b>Website:</b>	
<b>Full address</b>		<b>Program website:</b>	
city:			
State:			
<b>Previously completed Study:</b>			
Program in which student was Enrolled Sem		<b>Program name</b>	
Fully completed up to sem:		<b>Total semester of program</b>	
Sem1 SPI		<b>credits earned</b>	
Sem2 SPI		<b>credits earned</b>	

Sem3 SPI		credits earned	
<b>CPI secured:</b>		till sem credits earned (Successfully cleared)	
		Grade earned by student:	points by

I have submitted all documents as per Sarvajanik University guidelines (Refer to the attachment)  
I know that the needful procedure in respect is required to be executed as per predefined process at Sarvajanik University.  
All information given above is true and if found wrong my application and admission (if given) is liable to be cancelled.  
All documents attached herewith are photocopy of original document and self-attested, if found any forged document my application and admission (if given) is liable to be cancelled.  
If admission given, I have to follow all rules and regulation of institute and university. I bind to pay all fees levied by institution and university I am ready to pay.

<b>Name of the student</b>	<b>Signature and date</b>
<b>Name of the parent</b>	<b>Signature and date</b>



## GUIDELINES FOR TRANSFER

- The transfer from other university is allowed only in the UG/PG courses as per provision in their program regulations.
- Upon accepting the transferred students in the concern academic year and course, the total number of students should not exceed the total sanctioned intake.
- The inter university transfer will not be entertained on the TFW (Tuition Fee Waiver) category. Student with TFW category in earlier university if wishes for transfer at any faculty of Sarvajanik University will be considered under the normal category and has to pay the full fees as decided by the Fee Regulatory Committee and/or Sarvajanik University
- The students can apply for transfer from any other university after 2<sup>nd</sup> semester but not later than completion of half the course duration. Thus, the applicant is required to study at least half the number of semesters at the respective Faculty of, Sarvajanik University.
- No request for change of branches/disciplines will be considered for such candidates who is allowed the transfer from other university after 3<sup>rd</sup> semester for faculty of Engineering.
- A student who is admitted through the transfer in the 3<sup>rd</sup> semester can be allowed to have the selection of branch depending upon the availability of the seats after the lateral entry and/or the inter-branch transfer at the institute for Faculty of Engineering and Technology and for other faculties as per their PG/UG program regulations.
- Applicants interested for transfer must have preferably cleared/passed all the subjects in all semesters at the earlier university i.e. such student shall not have any standing backlog.
- The syllabus of all the subjects of all the previous semesters of both the universities (earlier and Sarvajanik University) shall be evaluated for equivalence. If the syllabus is found to be equivalent at acceptable level then only the application will be further processed. The committee for recommending the transfer after evaluating the equivalence shall comprise of Dean of Faculty, HOD of department offering program, dean-academics at institute and at least 3 senior faculties, with minimum two from the respective/relevant branch/domain where the applicant is seeking the admission.
- The committee may suggest/recommend additional courses for satisfying the equivalence, to meet the prerequisites and/or to meet the required credits. The committee can also recommend/suggest exemption for certain courses wherever applicable. The applicant needs to earn total minimum credits for earning degree as mentioned in UG/PG program regulation including their accepted credits at SU by the committee.
- The applicant can learn the course recommended by the committee from the online open-source platforms or as self-study mode, but needs to pass the evaluation/exam suggested by the committee or the University.
- Student who is admitted under this category needs to fulfil the attendance criteria from the day he/she is admitted in the institute. The admissions under this mode in a given semester is discouraged after half the semester is over.
- Student must apply for the transfer in prescribed format with necessary details/documents like
  1. No objection certificate from the earlier university on the letter head with the signature and stamp of Principal/Director/Head of the Institute with the name of the signatory printed below the signature.
  2. Transfer Certificate/Migration Certificate / AIU equivalence (as applicable)
  3. Copy of letter of approval from AICTE/UGC for the respective institute/university, if required.
  4. Program in which the student is enrolled in the earlier university
  5. Curriculum/Syllabus of the program of the earlier university
  6. Grade Sheets/Results of all semesters at the earlier university
  7. Standard 10<sup>th</sup> /12<sup>th</sup> Mark sheets/ Undergraduate mark sheets
  8. Diploma mark sheets (if applicable)
  9. Mentioning Course/Program in which student want to enroll at the Sarvajanik University