

**SAVITRIBAI PHULE PUNE UNIVERSITY**  
**School of Open & Distance Learning**

**Date 20.05.2024**

**Submission of Admission form to Study Centre**

All the students who have applied online for admission in 1st Year B.A. / B.Com. should note that they have to submit the following documents to respective Study Centre on or before 5:00 pm, Thursday, 01/08/2024.

- 1) Admission Form (Study Centre Copy)
- 2) Admission Form (Student Copy)
- 3) Aadhar Card (Original & Xerox Copy)
- 4) Marksheet of Qualifying Examination (Original & Xerox Copy)
- 5) S.S.C. (10<sup>th</sup> Standard) Certificate (Original & Xerox Copy)
- 6) Proof of Change in Students' name, if any (Original & Xerox Copy)
- 7) One of the following (as applicable) (Original)

Leaving Certificate / Transfer Certificate / Migration Certificate:

i) **Leaving Certificate** is required in case the previous admission is as a regular student in Junior College affiliated to Maharashtra State Board of Secondary & Higher Secondary Education.

ii) **Transfer Certificate** is required in case the previous admission is

- a) in the college affiliated to Savitribai Phule Pune University or
- b) as a regular student in any Department of Savitribai Phule Pune University or
- c) as an external student of Savitribai Phule Pune University

Transfer Certificate is not required if the previous admission is in School of Open and Distance Learning of Savitribai Phule Pune University.

iii) **Migration Certificate** is required in case the previous admission is

- a) as an external (private) student of Maharashtra State Board of Secondary & Higher Secondary Education or
- b) in Educational board other than Maharashtra State Board of Secondary & Higher Secondary Education or
- c) in Department / College of any other University

- If the student does not have the transfer / migration certificate while submitting the admission form at the study center, the student must submit an undertaking in the prescribed format along with the admission form. The admission of the student will be confirmed only after the transfer / migration certificate is submitted to the study center.
  - Before submitting the admission form to the study center, the student must carefully check the personal details (name, mobile number, e-mail ID, address, date of birth etc.) in the admission form. If any correction is to be made in these details, the application in the prescribed format must be submitted to the study centre along with the admission form.
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- ❖ All the students of first year should note that the admission will not confirm if the student fails to submit the printed copy of admission form along with the necessary documents to the Study Centre.
  - ❖ The students admitted in 2<sup>nd</sup> / 3<sup>rd</sup> Year should carefully preserve the printed copy of admission form and it is not required to submit the form to the Study Centre.

## Undertaking for Submission of L.C. / T.C. / Migration Certificate

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

To  
Director,  
School of Open and Distance Learning,  
Savitribai Phule Pune University,  
Pune

### Subject: Regarding Submission of Leaving / Transfer / Migration Certificate

Respected Sir, I \_\_\_\_\_,

Admission Form Number \_\_\_\_\_ kindly request you that I have applied online for admission in First Year **B.A / B.Com.** through Distance Learning mode. At present, I don't have Leaving / Transfer / Migration Certificate required for admission; but I have applied for the same to my previous College / University and I will submit it within due date. I am aware that my admission will be confirmed after the submission of this document. Please allow me to submit my admission form.

\_\_\_\_\_  
(Sign of the Student)

\_\_\_\_\_  
(Name of the Student)

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### For Study Centre use only

Sign of Study Centre Coordinator: \_\_\_\_\_ Seal of Study Centre

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## Application for change in Student Details

Date \_\_\_ / \_\_\_ /2024

To  
Director,  
School of Open and Distance Learning,  
Savitribai Phule Pune University,  
Pune

**Subject: Regarding change in details on admission form...**

Respected Sir, I \_\_\_\_\_,

Admission Form Number \_\_\_\_\_ kindly request you that I have applied online for admission to First Year B.A. / B.Com. (Distance Learning mode) and please change my details in the admission form as follows:

Details	Printed on Admission Form	Changes to be made
Student's Name (in English)		
Student's Name (in Marathi)		
Address:		
Mobile Number		
e-mail ID		

\_\_\_\_\_  
(Sign of the Student)

\_\_\_\_\_  
(Name of the Student)

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**For Study Centre use only**

Sign of Study Centre Coordinator: \_\_\_\_\_ Seal of Study Centre

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