SAVITRIBAI PHULE PUNE UNIVERSITY
CENTRE FOR DISTANCE AND ONLINE EDUCATION

Submission of Admission Form to Study Centre

All the students who have applied online for admission in 1st Year **B.A. / B.Com. / M.A. / M.Com. / M.B.A.** should note that they have to visit and produce the following documents to respective Study Centre (college) for verification on or before 5:00 pm, Tuesday, 26/08/2025.

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

i) **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 Centre for Distance and Online Education (School of Open and Distance Learning) of Savitribai Phule Pune University.

ii) **Migration Certificate** is required in case the previous admission is in Department / College of any other University

iii) **Bonafide Certificate** from concerned College / University is required in case the student is admitted for any other degree programme.

➢ 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.

➢ 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 in given time.

Undertaking for Submission of T.C. / Migration Certificate

Date:____/____/ 2025

To
Director,
Centre for Distance and Online Education,
Savitribai Phule Pune University, Pune

Subject: Regarding Submission of 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. / M.A. / M.Com. / M.B.A.** through Distance Learning mode. At present, I don't have <u>Transfer / Migration Certificate</u> 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)

For Study Centre use only

Sign of Study Centre Coordinator:_____Seal of Study Centre

Application for change in Student's Details in Admission Form

Date____/____/2025

To
Director,
Centre for Distance and Online Education,
Savitribai Phule Pune University, Pune

Subject: Regarding Changes in Student's Details in 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. / M.A. / M.Com. / M.B.A.** (Distance Learning mode). 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		
Other		

_____
(Sign of the Student)

_____
(Name of the Student)

For Study Centre use only

Sign of Study Centre Coordinator:_____Seal of Study Centre