

**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 1<sup>st</sup> Year **B.A. / B.Com. / M.A. / M.Com. / M.B.A.** through Distance Learning mode should note that they have to visit and produce the following documents for verification to respective Study Centre (college) till 5:00 pm on Saturday, 13/09/2025.

- 1) Admission Form (2 Copies)
  - 2) Aadhar Card (Carry Original & submit Xerox copy)
  - 3) Marksheet of Qualifying Examination (Carry Original & submit Xerox copy)
  - 4) S.S.C. (10<sup>th</sup> Standard) Certificate (Carry Original & submit Xerox copy)
  - 5) Proof of Change in Students' name, if any (Carry Original & submit Xerox copy)
  - 6) One of the following (as applicable) (Original):  
Leaving / Transfer / Migration / Bonafide Certificate
- i) **Leaving Certificate** is required if the previous admission is in the school of Maharashtra State Board of Secondary and Higher Secondary Education as a regular student.
- 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
- iii) **Migration Certificate** is required in case the previous admission is
- a) as External (Private) student of Maharashtra State Board of Secondary and Higher Secondary Education or
  - b) in the School of any Other Education Board (ex. CBSE, ICSE, etc.) or
  - c) in the Department / College of any other University
- iv) **Bonafide Certificate** from concerned College /University is required in case the student is admitted for any other programme. (This is applicable to those who want to pursue 2 degrees simultaneously.)

v) If the previous admission is in Centre for Distance and Online Education (School of Open and Distance Learning) of Savitribai Phule Pune University, then Transfer Certificate is not required for such students. They have to submit the Xerox copy of Marksheet.

- If the student does not have the Leaving / Transfer / Migration / Bonafide 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 required 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 be confirmed if the student does not submit the printed copy of admission form along with the necessary documents to the Study Centre in given time.

## **Undertaking for Submission of Leaving / Transfer / Migration / Bonafide Certificate**

Date: \_\_/\_\_/2025

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

**Subject: Regarding Submission of Leaving / Transfer / Migration / Bonafide Certificate**

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

have applied online for admission in First Year **B.A. / B.Com. / M.A. / M.Com. / M.B.A.** through Distance Learning mode. My Admission Form Number is 2025 \_\_\_\_\_. At present, I don't have Leaving / Transfer / Migration / Bonafide Certificate required for admission; but I have applied for the same to my previous College / University and I will submit the required document before 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 corrections in Student's Details filled in Admission Form**

Date\_\_\_\_/\_\_\_\_/2025

**Subject: Regarding Changes in Student's Details in Admission Form**

Respected Sir, I \_\_\_\_\_ ,  
have applied online for admission to First Year **B.A. / B.Com. / M.A. / M.Com. / M.B.A.** (Distance Learning mode). My Admission Form Number is 20251\_\_\_\_\_. Please correct my details filled in the admission form as follows:

| <b>Details</b>                 | <b>Printed on Admission Form</b> | <b>Corrections to be made</b> |
|--------------------------------|----------------------------------|-------------------------------|
| Student's Name<br>(in English) |                                  |                               |
| Student's Name<br>(in Marathi) |                                  |                               |
| Address:                       |                                  |                               |
| Mobile Number                  |                                  |                               |
| e-mail ID                      |                                  |                               |
| Other                          |                                  |                               |

(Fill only those details which need to be corrected.)

\_\_\_\_\_  
(Sign 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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**For CDOE Office use only**