

# SAVITRIBAI PHULE PUNE UNIVERSITY

## CENTRE FOR DISTANCE AND ONLINE EDUCATION

Academic Session July-August 2026 : 1<sup>st</sup> Year Admission Process

(Distance Learning Mode)

### Notice for Submission of Examination 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 print the Examination form and Fee Receipt from their Login and submit along with the following documents to respective Study Centre on or before 5:00 pm, Monday, 31<sup>st</sup> August 2026.

#### **The documents required for Admission are as follows:**

- 1) Examination Form
- 2) Admission Fee Receipt (Submit **College/Study Centre Copy** to Study Centre and take sign and stamp of Study Centre on **Student Copy** and preserve carefully with themselves)
- 3) Aadhar Card (Carry Original & Submit Xerox copy to Study Centre)
- 4) S.S.C.(10<sup>th</sup> Standard) Certificate (Carry Original & Submit Xerox copy to Study Centre)
- 5) Marksheet of Qualifying Examination (Carry Original & Submit Xerox copy to Study Centre)  
(Note: 12<sup>th</sup> Standard / Diploma / ITI Certificate / Equivalent Examination Marksheet is required for admission to B.A. & B.Com. and Bachelor Degree marksheet is required for admission to M.A./M.Com./M.B.A.)
- 6) Proof of Change in Student's name, if any (Carry Original & Submit Xerox copy to Study Centre)
- 7) 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 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.

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 such students need **not** to submit Transfer Certificate. They have to submit the Xerox copy of Marksheet. (TC is not required even though Study Centre is changed)

- 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 examination 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 \_\_\_\_\_

Application ID \_\_\_\_\_ kindly request you that I 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. 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 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 Correction in Student's Details in Examination Form**

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

**Subject: Regarding Corrections in Student's Details in Examination Form**

Respected Sir, I \_\_\_\_\_,  
Application ID \_\_\_\_\_ 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 examination form as follows:

| <b>Details</b> | <b>Printed on Admission Form</b> | <b>Corrections to be made</b> |
|----------------|----------------------------------|-------------------------------|
| Student's Name |                                  |                               |
| Address:       |                                  |                               |
| Mobile Number  |                                  |                               |
| e-mail ID      |                                  |                               |
| Medium         |                                  |                               |
| Subjects       |                                  |                               |

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

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**For Study Centre use only**

Date & Sign of Study Centre Coordinator

