

ANDHRA UNIVERSITY



COLLEGE DEVELOPMENT COUNCIL

No.C-II(4)/(Sup.)/Stu.Trans./2017-2018.

Visakhapatnam,
Dt: 01 /07/2017.

From: OFFICE OF THE DEAN,
COLLEGE DEVELOPMENT COUNCIL
Sir/Madam,

Sub: AU Affiliated colleges - Students transfer for the academic year 2017-2018 - Intimation - Reg.

&&& &&& &&&

I am by direction to inform that transfer of students in between affiliated colleges of this University and from other Universities in respect of I/II/III/IV/V/VI year students for the academic year 2017-2018 are considered up to 12/07/2017 on the following grounds.

1.Transfer of students whose parents/guardians working in the Government/Public Institutions are consider and the student transfer is permitted on production of transfer orders, relief orders and joining report. If there is no College where the parent/guardian is transferred, the transfer would be considered to the nearby college.

2.Transfer of students whose parent/guardians have retired from service and would like to settle down in a different place would be considered on production of retirement order within the two years period.

3.Transfer of students whose parent/guardians expired during the course of study would be considered to a place of their request on production of Death Certificate.

4.Transfer of women students who got married during the course of study and whose husband is residing in a different place would be considered on production of Marriage Certificates.

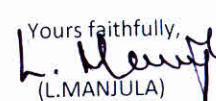
It is further informed that, while forwarding the applications of students for transfer it is requested to ensure and follow the above conditions and also they conditions such as (i) no objection from the Principals of both the colleges (ii) stating clearly the vacancy position in the admitting college etc. invariably and following the applications at the students accordingly to the University for consideration.

The application proforma for the above purpose is enclosed herewith. please see to attach the following documents to the application scrupulously.

- 1.Marks statement of the previous year(s) of study.
- 2.Transfer certificate in absence of no objection from the concerned principal.
- 3.Attested copy of syllabus in the case of study seeking transfer from other Universities.
- 4.Demand Draft favouring the Registrar, Andhra University payable at Visakhapatnam for the amount prescribed towards University fee whichever is applicable.

<u>I.UG Courses /B.A/B.Com/B.Sc/BBA/BCA.</u>	
a) Processing and Transfer fee (Within the University Area)	900.00
b).Processing fee with break in studies (outside the University Area)	1300.00
c).Processing fee with break in studies (within the college)	1300.00
d).Processing and Transfer fee with break in studies	2000.00
e).Self addressed envelope duly affixed with Rs.5/- stamp	
<u>II.PG Courses /M.A.M.Com/M.SSc/MBA/MHRM/Med/M.Tech.</u>	
A).Processing and Transfer fee	2750.00
b).Processing and transfer fee with break in studies	3850.00
c).Processing and readmission fee to repeat the course	1650.00
d).Processing fee with break in studies (with the college)	1650.00
e).Self addressed envelope duly affixed with Rs.5/- stamp	
<u>III.Professional Courses (B.E/B.Tech/B.Pharm.B.Ed/BL</u>	
a).Issue of NOC and processing for transfer of Engg.Students	2750.00
b).Processing and readmission fee to repeat course	1650.00
c).Processing and Transfer fee for Law Course	2750.00
d).Processing and transfer fee with break in studies	3850.00
e)Self addressed envelope duly affixed with Rs.5/- stamp	

Please note that prior permission from the University is required for each and every on TC admission/Readmission into respective colleges as per rules.

Yours faithfully,

(L.MANJULA)
ASST.REGISTRAR(CDC)

Encl: Prforma for student transfer.
Copy to Web Master, AU Website and Maintenance with a request to upload the above letter in the University Website.

APPLICATION FOR THE TRANSFER / READMISSION OF STUDENTS FROM ONE COLLEGE TO ANOTHER COLLEGE / SAME COLLEGE

1	Name of the Student	Male / Female
2	Father's / Husband's Name & Address of the Students	Phone No.
3	Details of the Course Presently	Course: Year of study II/III/IV/V
4	Address of the College in which studied / Presently studying / from which college Transfer required (enclose TC / No Objection from the College)	College Year of Admission
5	Address of the college in which student seeks transfer or readmission	
6	Is there any break of study?	Yes / No, if Yes give details
7	Reasons for seeking transfer from one college to another college (submit proof)	
8	Whether previously studied college TC submitted or no Objection certificate submitted	
9	Furnish the information regarding previous year Examination (Marks Statement to be enclosed)	Regd. No. Year of Examination Centre of the Examination University
10	If the student seeks transfer from outside Andhra University area, whether submitted copy of the syllabus of the course last studied in another University area.	Yes / No
11	Furnish the particulars of the fee paid for transfer / readmission.	DD No. Date Amount Name of the Bank & Branch
	Station Date:	Signature of the Student

- Note: Applicants are required to submit along with the copies of the following :**
- (1) Attested copies of Mark Statements of the previous year(s) of study
 - (2) Attested copy of T.C or No Objection Certificate from the previous College
 - (3) D.D. for the prescribed fee
 - (4) Self Addressed Envelope duly affixed with Rs. 5/- stamp.

NO OBJECTION FROM THE PREVIOUSLY STUDIED COLLEGE

This is to certify that Mr/Ms. _____
Studied/ studying _____ (Mention Course, Year of study and
Combination) in this College from the academic year _____ to
_____. We have No Objection to issue TC to the student if he / she wish to
continue his / her studies in another college.

**Signature of the Principal
With College Seal**

**CERTIFICATE TO BE ISSUED BY THE COLLEGE IN WHICH THE CANDIDATE SEEKS
ADMISSION ON TRANSFER / READMISSION.**

This college is not having any objection to give admission / readmission to
Mr / Ms. _____ who
Seeks admission / readmission into _____ (Mention Course)
on Transfer from _____ college, if the
University permit him / her to join in this college during this academic year 2017-2018.

As per the records, the college is having the course _____ (mention the
course with combination in which the student wish to join) and there are _____ vacancies
in the course out of the sanctioned intake of _____.

**Signature of the Principal
With College Seal**