

# UNIVERSITY OF KERALA

www.keralauniversity.edu

Sl. No.

## APPLICATION FOR TRANSFER OF STUDENTS FROM ONE COLLEGE TO ANOTHER

FEE PRESCRIBED	
Inter Collegiate Transfer	: Rs. 1050 / 1575
Combination of attendance	: Rs. 1575 / 2100
Total	: Rs. 2625 / 3675

Details of remittance of fee (Enclose original Receipt / DD)
Pay-in-slip / DD No. ....
Univ. Cash counter / Friends / Bank .....
Amount Rs. .... Date of payment.....
(Add. Rs. 10/- towards service charge for every DD)

### INSTRUCTIONS

1. The application duly filled in by the Principal concerned and the student is to be submitted to the University.
2. Application for transfer from one college to another with change of Second Language or Optional subjects will not be considered.

#### A. To be filled in by the office of the college in which the student is studying

1. Name of the student in full as enrolled in the University Records (in Block Letters)	
2. Candidate Code & Year of Admission	
3. College in which studying	
4. Category of the College (Govt. / Aided / Unaided / Quasi Govt.)	
5. Admitted in Merit / Management quota	
6. Name of the University to which the college is affiliated to:	
7. Class / Semester in which the student is studying	
8. Academic year of study	
9. Details of Readmission if availed, during the course period.	

#### 10. Details of Subjects of study

##### A. B.A./B.Sc./B.Com Degree Course under Semester scheme

a. Language under Part II	
b. Optional / Elective under Part III	
c. Subsidiary Subjects	

**B. B. Tech. Degree Course**

a. Branch of the Course	
b. Whether registered / appeared for 1st year / S1, S2 combined Examinations.	
c. Reg. No. Month and year of the above Exam. (Candidate Code, Subject Code etc.)	

**C. M.A./M.Sc./M. Com Degree Course**

a. Semester	
b. Branch of Study	
c. Reg. No. Month and year of the Examination (Candidate Code, Subject Code etc.)	
11. Whether promoted to next class or not (if applied at the beginning of an Academic year)	
12. a. Valid reason for Transfer	
b. Whether the Principal of the College is agreeable to issue Transfer Certificate	
c. Certificate	
i. Satisfactory progress and	
ii. Good conduct from the Principal of the College in which the student is studying	

*College seal to be affixed here*

*Signature of the Principal with date*

**B. To be filled in by the office of the College in which the student proposes to join**

13. Name of the College in which the student proposes to join	
14. Name of the University to which the college is affiliated	
15. Class / Semester in which the student is to be admitted	
16. Academic year of study	

**17. Details of the Subjects of Study****A. B.A./B.Sc./B.Com Degree Course under Semester scheme**

a. Language under Part II	
b. Optional / Elective under Part III	
c. Subsidiary Subjects	

**B. B. Tech. Degree Course**

a. Branch of the Course	
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**C. M.A./M.Sc./M. Com Degree Course**

a. Special paper	
18. Whether the Principal of the College has any objection to admit him/her.	
19. If the transfer is sanctioned whether it will be within the sanctioned strength for the Class/ Subject	
20. Category of vacant seat. Specify Merit or Management	
21. If the transfer is permitted will the student be able to continue the Course of study already commenced under each Part of the Course.	

*College seal to be affixed here*

*Signature of the Principal with date*

<b>C. To be filled in by the Student</b>	
22. Name and Address (With PIN code) of the Student to which communications may be sent (in Block Letters)	Telephone No.
23. Signature of the student	
24. Date of Application	

**Space for Office Use**