



OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY :: DIBRUGARH

**APPLICATION FORM FOR COLLEGE/INSTITUTE TRANSFER WITHIN THE
AFFILIATED/PERMITTED COLLEGES OF DIBRUGARH UNIVERSITY
(Applicable for FYUGP and BA/B.Sc./B.Com Programmes in CBCS)**

Part: A: General Information:

- 1. Name of the Applicant :
- 2. Father's Name :
- 3. Home Address :
.....
PIN.....Phone.....
- 4. Name & Address of the College/Institute presently studying:
.....
- 5. Class presently studying (a) Semester..... (b)Stream.....
(c) Roll No. (d) D.U. Registration No.....
- 6. Name of the College from where transfer is sought:
- 7. Name of the College in where admission is sought:
- 8. Reason for seeking Transfer (to be supported by documentary evidence):

Part B: Declarations:

9. Declarations by the Applicant:

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge. If anything found to be false or incorrect, I shall be liable to be debarred from appearing the examinations concerned or face any disciplinary action that deemed fit by the University.

Date:

.....
Signature of the Applicant

10. Declaration by the Principal of the College from where transfer is sought:

I hereby declare that the above reason stated by the applicant for seeking transfer from my college is true and valid and he/she may be accorded permission for college transfer. I have verified all the documents stated at SI. No. 12

Date:

.....
Signature of the Principal with Seal



11. Declaration by the Principal of the College where admission is sought:

I hereby declare that if permission is accorded, the applicant will be admission in my college and accordingly his/her admission records shall be communicated to the University on time.

Date:

.....
Signature of the Principal with Seal

12. Documents to be attached:

- a. Transfer Certificate from the College
- b. Documents to justify transfer as per Sl No. 8 above
- c. Class Attendance Certificate
- d. Records of Internal Assessment of all previous semesters
- e. Attested copies of mark sheet of all previous semesters
- f. Admission Receipts of all previous semesters
- g. College Transfer fee 1000/- (One Thousand) Rupees only.

N.B. Permission for Transfer shall be accorded by the University only in the month of December-January and June-July of every academic session. In no circumstances, the University shall grant permission for transfer beyond these months.

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13. Verification:

All requisite information, declaration and documents submitted by the applicant has been verified and found to be correct, Permission for transfer may be granted.

Date:

.....
Section Officer (Academic)
Dibrugarh University

14. Recommendation from the Examination Branch:

The permission for transfer of the applicant recommended as above may be accorded provided the applicant takes admission in the College/institute by(Date)

Date:

.....
Controller of Exams/Deputy Controller of Exams (A/B/C)
Dibrugarh University

PERMISSION FOR TRANSFER

Reference:

Date:

As recommended by the above, Mr./Ms. is granted permission to take admission inCollege inSemester on transfer fromCollege. However, his/her admission shall be valid provided he/she takes admission in the concerned college by (date)

Date:

Deputy Registrar (Academic)
Dibrugarh University

