

ANDHRA UNIVERSITY



No.C.II(Sup.)/Stu.Trans/2011-12

Visakhapatnam,
Date : 21.5.2011

From
Office of the Dean
College Development Council

To
The Principals/Directors of all the Colleges
Affiliated to Andhra University.

Sir/Madam,

Sub: A.U. Affiliated Colleges - Student transfers for the academic year
2011-2012 - Intimation - Reg.

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I am by direction to inform that transfer of students in between (a) affiliated colleges of this University and (b) also that of from other Universities in respect of II/III/IV/V year students for the academic year 2011-12 are considered up to 18.07.2011 on the following grounds:

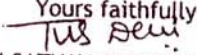
- i) Transfer of students whose parents/guardians working in the Government/Public Institutions are considered and the student transfer is permitted on production of transfer orders, relief orders and Joining Report. If there is no College where the parent/guardian is transferred, the transfer would be considered to the nearby college.
- ii) Transfer of students whose parents/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.
- iii) Transfer of students whose parents/guardians expired during the course of study would be considered to a place of their request on production of Death Certificate.
- iv) 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 Certificate.

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 other 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 forward the applications of 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 statements 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 students 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.
 - a) Processing and Transfer Fee (within the University) Rs.900/-
 - b) Processing and Transfer Fee (Outside University Area) Rs.1300/-
 - c) Processing fee with break of studies (in the same college) Rs.1300/-
 - d) Processing fee and Transfer fee with break in study Rs.2000/-
5. 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,

(T.V.SATYAVATHI DEVI)
ASST. REGISTRAR (CDC)

Encl.: Proforma 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
ACADEMIC YEAR 2011-12**

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 studying	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 TC from previously studied college submitted or No Objection certificate submitted	TC / NOC
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 Demand Draft is to be drawn in favour of Registrar, Andhra University payable at Visakhapatnam.

Station:

Date:

Signature of the Student

Note: Applicants are required to submit copies of the following along with this application:

- (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 COLLEGE IN WHICH PRESENTLY STUDYING

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 STUDENT 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 2011-2012.

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**