



**OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY :: DIBRUGARH**

**APPLICATION FORM FOR COLLEGE/INSTITUTE TRANSFER**

(Applicable for the BA/B.Sc./B.Com Programmes in the Semester System)

**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 admitted 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

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

**FOR OFFICE USE ONLY**

**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 in.....College in .....Semester on transfer from .....College. However, his/her admission shall be valid provided he/she takes admission in the concerned college by ..... (date).

Date:

Deputy Registrar (Academic)  
Dibrugarh University