



**ASSAM UNIVERSITY, SILCHAR**  
(A Central University constituted by an act of Parliament)

**APPLICATION FORM FOR PERMISSION FOR COLLEGE TRANSFER**

1. Name of the candidate in full (in block letters) :
2. Father's/Guardian's name :
3. Home address with contact Number :
4. Year of admission to 1<sup>st</sup> semester :
5. Semester in which presently studying the course :
6. Name and detailed address of the college where Studying at present :
7. Stream of study/course (Science/Arts/Commerce) :
8. A.U. Registration Number :

9. Details of exam passed/appeared

Examinations	Month & year of passing	Result	Remarks
H.S/Equivalent Exam			
1 <sup>st</sup> Semester			
2 <sup>nd</sup> Semester			
3 <sup>rd</sup> Semester			
4 <sup>th</sup> Semester			

10. Elective subjects offered at TDC course :
11. College to which transfer is sought :
12. Reason for seeking transfer :

The particulars furnished above are true to the best of my knowledge and belief and if any false information is found then I shall be liable to face disciplinary action as deemed fit.

Date:.....

Signature of the candidate

### Declaration by Father/Guardian

The reason for seeking transfer as stated above is correct. The application of my son/Daughter/ward may be considered favourably.

Date : .....

Signature of the Father/Gaurdian

### Recommendation of Principlas of the colleges concerned

<p><b>Recommendation of the Principal of the college where studying at present:</b></p> <p>I have no objection if..... is allowed to take admission on transfer from this college to any other affiliated college subject to permission accorded by Assam University as per Rules. Necessary certificates mentioning attendance &amp; conduct will be issued to him/her in due course of time.</p> <p>Date: _____ Signature of the Principal with seal</p>	<p><b>Recommendation of the Principal of the college where transfer is sought:</b></p> <p>The student may be admitted in this college with due permission from Assam University and submission of appropriate Transfer Certificate from his/her parent college. Seat for admission is available and the elective subjects opted by him/her are also available in this college.</p> <p>Date: _____ Signature of the Principal with seal</p>
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### Remarks of Controller of Examinations

**A: The following guidelines may be followed :**

1. The permission for transfer of student from one college to other is not a regular matter. It is allowed only under exceptional circumstances.
2. Transfer of the students may be considered for regular students during a particular course of study & provided the distance from the parent college to the college where transfer is sought is not less than 25 km.
3. Inter college transfer within the same district is permissible only for female student on the ground of marriage on production of documents issued by competent authority.
4. Student seeking transfer on health ground must submit a medical certificate issued by Doctor not below the rank of Joint Director of Health Services/Central Govt./Professor of Medical College clearly stating the justification for seeking transfer
5. Application for college transfer will not be entertained after issuing of notification for submission of Examination form by the university.
6. Student may seek college transfer to that college where same combination of subject is offered; otherwise the student shall have to get himself/herself re-admitted in 1<sup>st</sup> Semester with different combination of subject/s.
7. The duly filled in form should be submitted to the office of the Registrar, AUS.
8. Principal of the college where the student is permitted to take transfer is required to verify necessary documents for admitting the student.
9. College transfer is not allowed to the students of 1<sup>st</sup> & End semester.

**B. The following documents must be enclosed with the application :**

- a) Self-attested copy of mark sheets of all exams of Degree course passed/appeared.
- b) Self-attested copy of A.U. Registration Certificate.
- c) Certificate testifying the conduct of the student and showing attendance in class at the college where presently studying.
- d) Certificate/document to support the reason for seeking transfer.
- e) Gap certificate, if there is any intervening gap.