



# GUJARAT TECHNOLOGICAL UNIVERSITY

(Established by Government of Gujarat under Gujarat Act No.:20 of 2007)

ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત સરકારના ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

Accredited with A+ Grade by NAAC

GTU/Academic/Uni.Transfer/2023/ 3287

Date: 2/05/2023

## Circular for University Transfer (Including Foreign University)

### A. Guidelines for Transfer (Migration) from any other University to GTU:

1. The students can apply for transfer from any other University to any GTU affiliated SFI only for undergraduate and Diploma courses with payment of Rs. 500/- Fees for respective program as per the table given below:

Course	Semester
Bachelor of Engineering (BE)	3 and 5
Diploma Engineering (DE)	3
Bachelor of Pharmacy (B.Pharm)	3 and 5
Bachelor of Architecture (B. Arch)	3 and 5
Diploma Pharmacy	2 <sup>nd</sup> Year
Pharm D.	2 <sup>nd</sup> and 3 <sup>rd</sup> Year
Integrated MCA (IMCA)	3 and 5
Integrated MBA (IMBA)	3 and 5

2. The students eligible as per GTU guidelines for transfer are instructed to fill the application form online on below mentioned link:

**Link:** [https://student\\_transfer.gtu.ac.in/](https://student_transfer.gtu.ac.in/)

Starting date of University transfer portal is **15/05/2023** and the last date to apply for online application is **05/06/2023**. Link will be inactive after last date.

3. The student must take the printout of the duly filled online application form and compulsorily attach copy of "No objection Certificate(NOC)" of parent institute and receiving institute, affidavit of receiving institute, EOA letter of both the institutes, Fees receipt of Rs.500/- and other required documents and submit the same to GTU, Chandkheda office before the **10-06-2023**. Documents can be submitted by students or institutes.
4. The parent and/or receiving institute shall require to send the original NOC and Affidavit along with EOA letter (downloaded from their portal) to GTU, Chandkheda office before **10-06-2023**.
5. The student needs to ensure that the nomenclature of the course at Parent University and at GTU affiliated institute is same.
6. For Post Graduate courses transfer from other university to any GTU affiliated SFI will not be allowed.

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7. The transfer (Migration) from any other University to GTU shall be granted to those eligible students who have applied through the Online Portal only. Any application submitted without applying through the Online Portal, will be rejected.
8. Requests for change of branches/disciplines other applicant is studying at present will not be considered. Such applications will be rejected without any intimation.
9. Applicant apply for transfer from other university to GTU, has to earn minimum 50% course credits from GTU. However total course credits earned by the applicants shall not be less than total course credits prescribed by the GTU for the said course.
10. N.O.C. shall be issued on original letter head of institute, by the Principal /Director/Head of institute, with seal signature and name of authorized signatory (Annexure-1) conditional NOC shall not be accepted in any circumstances. Once NOC issued by institute, seat will remain vacant till the institute transfer order issued by GTU.
11. For transfer from any other University to any GTU affiliated SFI, the applicant must have cleared/passed all the subjects in earlier semesters (i.e. semester 1 & 2) at the parent/original University (i.e. if the applicant has any backlog and/or detention in any subject and/or semester at his/her parent Institution/University, s/he will not be eligible for getting transfer). Such applications will be rejected without any intimation.
12. The syllabus of all the subjects of all the previous semesters of both the Universities shall be evaluated for equivalence. The opinion of Board of Studies will be taken for the equivalence. If the syllabus is found equivalent at acceptable level then only the application will be consider for further process.
13. In case, student has to study any new subjects suggested by University due to the curriculum difference, then student has to pass these subject(s) in subsequent semester(s)- as suggested by university. In addition, student will not get any exception in the subjects of GTU curriculum of remaining study. If student need to offer more than 4 subjects of GTU curriculum then student will not be eligible for University transfer.
14. The transfer of any student from any University to any of GTU affiliated Institute/College (SFI) will be as per the norms of respective statutory council (E.g.: Pharmacy Council of India (PCI), Council of Architecture (COA) and All India Council for Technical Education (AICTE). Hence, the transfer process will strictly follow the respective Statutory Council's prevailing from time to time. E.g.: Any Institution/University will be granted the transfer only if both the institute (i.e. parent university/institute and receiving institute) having approval of respective council.

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15. All the documents are to be submitted on or before 10/06/2023. The student needs to submit his/her result of earlier semesters (i.e. semester 1 & 2) latest by one month of starting of 3<sup>rd</sup> semester at GTU. If the result not submitted by prescribed date, the application will be rejected.

a). **List of Documents to be submitted by the Applicant Student seeking transfer from any other Institution / University to GTU (in any affiliated SFI):**

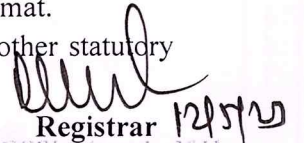
1. Print of the online application from.
2. Rs.500/- transfer fees receipt.
3. Self-attested photo copy of Grade Cards/Mark Sheets/transcript of all examination passed by the applicant student at his/her parent/original University
4. Photo copy of the Teaching Scheme and Syllabus of all the studied subjects and semesters of the parent/original University, duly endorsed by the competent authority.
5. No Objection Certificates duly issued by the parent/original University and the Transferring SFI affiliated with the GTU.
6. Copy of extension of approval of the respective programme for the institute from AICTE and PCI or COA (wherever applicable).
7. AIU Certificate for equivalency of courses is compulsory for applicants of Foreign University.
8. Copy of letter of approval from UGC, for the respective university
9. Original Migration Certificate duly issued by the parent/original University (After receiving the transfer order from GTU).

Any application found incomplete (i.e. without the above mentioned documents) shall be considered as rejected.

University transfer fee is Rs. 500/- and there is no any extra enrolment fees need to be pay by the student. If University transfer of the student is cancelled/Not approved due to any reason than fees will not be refund. The application not submitted through online system or incomplete application or application received after the last date **10-06-2023** will not be considered.

b). **List of Documents to be submitted by the Receiving Institute (SFI) to the University:**

1. The detail table stating status of available vacant seat branch-wise and semester wise at your Institute/College.
2. Copy of Declaration, if any, stating the seats submitted for D2D admissions to the respective Admission Committee for the upcoming Academic Year.
3. Notarized Affidavit and undertaking (Annexure-I) on E-stamp paper of Rs./- 300 or Franking from designated bank of Rs./- 300 of Receiving college- As per format.
4. Institute's Extension of Approval (EOA) from AICTE /COA /PCI or any other statutory body letter for the same academic year as student enrolment year.

  
Registrar

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## Annexure I

### AFFIDAVIT and UNDERTAKING

I, The Undersigned \_\_\_\_\_(Name) Principal/Director/Head of institute at (Name of institute & institute code) do hereby confirm that, upon accepting the transferred students in the year \_\_\_\_\_ the total number of students is not exceeding the total sanctioned intake, as given below:

Branch	Sem	Student Enrollment Year	Total Intake (As per EOA given by AICTE or any other Statutory Council)	Total Intake (EWS) (B)	* Filled Seats (Out of A and B) (C)	Vacant Seats (A+B-C)

\* In Filled Seats, do not include supernumerary seats like TFWS, PMSSS, MHRD, etc.

The following students have requested for transfer to our Institute:

Sr. no	Name of Student	Enrollment No	Course	Branch	Sem.	Name of Parent Institute Name

The above information is true to the best of my knowledge.

\_\_\_\_\_  
Signature of Principal/Director/Head of institute

\_\_\_\_\_  
Name of Principal/Director/Head of institute

Seal of institute

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## (Letterhead of Institute)

### Annexure II

#### N.O.C format for Receiving Institute

Student Name \_\_\_\_\_ Enrolment no. \_\_\_\_\_  
Course \_\_\_\_\_ Branch \_\_\_\_\_ Semester \_\_\_\_\_ has been studying in  
Parent Institute Name (College code). He/she has applied for institute transfer from  
institute Parent Institute Name (college code) to our institute Receiving Institute Name  
(college code).

We have no any objection if GTU transfers his/her admission from Institute Parent  
Institute Name (college code) to our Receiving Institute Name (college code) in semester

\_\_\_\_\_

\_\_\_\_\_  
Sign of Principal/Director/Head of Institute

\_\_\_\_\_  
Name of Principal/Director/Head of Institute

Date:

Seal of institute

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