

GUIDELINES FOR FILLING FORM 13

GENERAL INSTRUCTIONS

1. Form 13 is to be used by students to apply for the LC Transfer.
2. LC Transfer is permitted only between certain select Learning Centres.
3. Requests for LC Transfer will be entertained only in valid cases like permanent job transfer, shift of residence on marriage etc. Students applying for transfers must enclose adequate proof.
4. Download and print Form 13 (L C Transfer Request Form) on A4 paper.
5. Incorrect filling, overwriting, cutting and incomplete applications will be rejected.
6. Students seeking transfer of the Learning Centre must fill and submit FORM 13 along with FORM 11(Re-registration Form).
7. LC Transfer Fee is Rs.500.
8. The ID card issued by the University must be attached along with Form 13 (L C Transfer Request Form).
9. On approval of the LC transfer, the student will be registered to the new learning centre. New ID card and the study material will be dispatched to the new learning centre in all such cases.
10. Transfer requests can be made only at the time of registration to the higher semesters. Transfers requests are not entertained midsession.
11. Learning Centre Transfer within the same city or vicinity is permitted on case to case basis against the submission of No Objection from the current LC. Such transfers must be approved by the Regional Manager or the Territory Manager.
12. Foreign Nationals studying in India are not eligible to apply for LC transfer.
13. Transfer from LC in India to an LC abroad or vice versa is allowed only under exceptional circumstances. Prior approval of transfer from the University is mandatory before applying for registration. There should be a gap of atleast 1 session before applying for such transfers.
14. Mere submission of FORM 13 (LC Transfer Request Form) does not entail transfer to the new LC. All transfers are to be approved by the University. The decision of the University in the matter of transfer is final and binding.

FORM FILLING INSTRUCTIONS

1. CENTRE CODE: Write the 5 digit Learning Centre code through which the Form is submitted.
2. ROLL NUMBER: Write the 9 digit roll number as it appears in the University Identity Card.
3. PROGRAM: Write the name of the Program you are pursuing.
4. SEMESTER: Write the semester to which you wish to apply for registration.
5. NAME OF THE STUDENT: Write your name as registered with the University.
6. FATHER'S NAME: Write the name of your Father.
7. TRANSFER DETAILS:
 - a) Current LC: Write the name and centre code of the Learning Centre where you are currently enrolled.
 - b) New LC: Write the name and centre code of the Learning Centre to which you are seeking transfer.
8. NEW ADDRESS FOR CORRESPONDENCE: Write your current address for correspondence.
9. REASON FOR TRANSFER: Write the reason for seeking the LC transfer. Proof for the reason mentioned must be attached along with Form 13.
10. TELEPHONE NUMBER WITH STD CODE: Write your contact telephone/mobile number with STD code.
11. EMAIL: Write your email ID.
12. FEE DETAILS: Fill up the required fields as below:
 - a) PAYMENT THROUGH DEMAND DRAFT: Write Demand Draft number, DD date, Name of the Bank and DD Amount in the respective fields. Attach the demand draft to FORM 13 ((L C Transfer Request Form). Name, Roll Number and Centre Code must be written on the reverse of your Demand Draft.
 - b) PAYMENT THROUGH SBI CHALLAN: Write Challan Number, Date of Payment and Challan Amount in the respective fields. Attach the University copy of Challan to FORM 13 (L C Transfer Request Form)
 - c) PAYMENT THROUGH CREDIT/DEBIT CARD: Write AUTH CODE (authorization code), Credit/Debit Card Number, Date of Transaction and Amount in the respective fields. Attach the Merchant copy of Charge Slip generated by the EDC Terminal (swiping machine) installed at the Learning Centre to FORM 13 (LC Transfer Request Form). Name, Roll Number and Centre Code must be written on the reverse of your Charge Slip.
12. CONSENT FROM THE CURRENT LC: Current LC must indicate No Objection to the transfer by signing in this field. No separate consent form is required for this purpose.
13. SIGNATURE OF THE STUDENT: Sign the form with date.
14. The new Learning Centre is required to countersign the form after checking the Roll Number, Name, Program, Semester, Centre Code, Fee Details, reason for transfer etc. filled by the student before forwarding to University.

DISPATCH INSTRUCTIONS

1) Please dispatch the following to the University through your Learning Centre:

- FORM 13 (LC Transfer Request Form)
- Demand Draft or SBI Challan or Charge Slip for Rs.500
- ID Card
- FORM 11 (Re-registration Form)

2) Dispatch the above to the following address:

Additional Registrar

Student Administration

Directorate of Distance Education

Sikkim Manipal University

2nd floor, Syndicate House

Manipal, Karnataka, India

PIN: 576104

Tel: 91 820 4297101, 4297111

Email: studentadmin@manipalu.com

3) Keep a photocopy of Form/s and the demand draft.

4) Last Date for the receipt of FORM 13 (LC Transfer Request Form) along with the other enclosures by the University is 15.10.09.

5) Forms received after the last date will not be accepted under any circumstances.

NOTE: The status details of all the applications received within the due date will be made available on our website www.smude.edu.in after processing. The Learning Centres and the students can access this information through their respective logins.