

Respected College Principal,

This is with reference to Transferred Students Admissions of AY 2013-14 or of AY 2014-15 to F.Y. or S.Y. to your college.

We have observed that most of the colleges have not processed Transferred student admission during AY 2013-14 or AY 2014-15 from college logins and now those students are in Third Year in AY 2015-16. Therefore, you are requested to follow below mentioned process to admit them to Third Year for AY 2015-16.

Step 1: Take Online T.C. from previous college for admission process.

Step 2: By using Online T.C., admit these students to your college from college login by using 'Transferred Student Admission' link.

College Login → Admissions → Transferred Students Admission

Step 3: Enter **PRN** and **T.C. Code** (Alphabetic code) mentioned on Online TC and verify the same. Then click on **Confirm Transfer**.

Step 4: After transfer confirmation, admit these students to T.Y. Sem V by using '**Admission to Another Course**' link.

Step 5: Click on '**Yes**' to proceed and select the proper course part details for admission.

Step 6: Enter the required details like Papers, Fees etc. and submit to registration.

Step 7: After submit for registration process, exam forms of these students will get generated after 2 working days.

Step 8: On the next day of Submit for Registration, college staff can enter the Lower Exam Details of F.Y. & S.Y. of these students by using '**Manual Result Entry**' link.

Please note that this above process is applicable only for AY 2015-16 (October 2015 Exam Event).

For any further query, kindly contact SFC Office, Kalina Campus, University of Mumbai.