

SIES College of Arts, Science and Commerce (Autonomous), Sion (West), Mumbai

Standard Operating Procedure for students applying to other University.

Documents required for applying for Transfer Certificate (T.C) & Migration Certificate

Note: Student should read the notice displayed on the college website under the heading latest news Notice “**ONLINE TRANSFERENCE CERTIFICATE**” and should download and fill the Google Form using the link given in the notice.

After complying to the above point, then the student should submit the following documents in college office:

- 1) Properly and duly filled “**MIGRATION FORM**” – from University of Mumbai (download from University of Mumbai website <https://archive.mu.ac.in/migrationform.pdf>).
- 2) Properly and duly filled “**TRANSFERENCE CERTIFICATE FORM**” – from sies college office.
- 3) Eligibility status report copy from college where the student enrolled for first year degree admission.
- 4) 2 sets of Photocopies of Marksheets – From 10th Std, 12th Std. to Final Year – From Semester I to Semester VI (Marksheets of postgraduation required, only if the student has completed postgraduation from this college) (**Bring Original Marksheets for verification**)
- 5) Demand Draft of Rs.220/- in favour of “Finance and Accounts Officer, University of Mumbai” as per instructions given in the University of Mumbai Migration form.
- 6) Transfer Certificate Fees of Rs.100/- to be paid in cash at cash counter.
- 7) Time for Application: 11.00 am to 1.00 p.m. (Wednesday and Friday).

Standard Operating Procedure for students applying from sies college to other colleges/institutions affiliated to University of Mumbai.

Documents required for applying for Transference Certificate (T.C)

Note: Student should read the notice displayed on the college website under the heading latest news Notice “**ONLINE TRANSFERENCE CERTIFICATE**” and should download and fill the Google Form using the link given in the notice.

After complying to the above point, then the student should submit the following documents in college office:

- 1) Properly and duly filled “**TRANSFERENCE CERTIFICATE FORM**” – from the other college where student has taken admission and to be submitted to sies college office.
- 2) 1 set of Photocopies of Marksheets – From Semester I to Semester VI (Marksheets of postgraduation required, only if the student has completed postgraduation from this college).
- 3) Transfer Certificate Fees Rs.100/- to be paid in cash at cash counter.
- 4) Time for Application: 11.00 am to 1.00 p.m. (Wednesday and Friday).

Note: Students should ensure that all the required information is provided to enable smooth processing of their application.