

## ANNEXURE – A

### APPLICATION FOR CHANGE OF BRANCH OR INSTITUTE (External Student) AFTER 1st, 2nd or 3rd YEAR

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1. Name of students (Full) : .....
2. DTE Application ID : .....
3. Academic year of Admission in the present Institute: .....
4. Whether admission is under supernumerary quota (Yes/ No): .....
5. Address for correspondence :.....  
.....  
Pin Code:.....  
Contact No. (Student)..... Contact No.(Parent):.....
6. Name of parent/present Institute:.....  
DTE Code:..... University:.....
7. Course study details: Year:..... Semester: .....  
Branch:..... Choice Code:.....

8. Details of Result of last exam:

| Branch/<br>Faculty | Year /<br>Semester | Year of<br>Passing | Summer/<br>Winter | No. of<br>Attempt/s | Per-<br>centage | University |
|--------------------|--------------------|--------------------|-------------------|---------------------|-----------------|------------|
|                    |                    |                    |                   |                     |                 |            |

9. Details of backlog subjects (if any):.....
10. Name and DTE code of aspiring institute where admission by transfer is sought:  
DTE Code:....., Name of Institute:.....
11. Branch and Year / Semester and University in which admission by transfer is sought:  
Branch/Course:..... Year:..... Semester:.....,  
Choice Code:..... ; University:.....
12. Reason for change of Institute/ change of branch and University:  
.....  
.....  
.....

I, the undersigned state that the information stated above is true to my knowledge and belief. I am fully aware that the transfer / change of institute is not a right and it is up to the authority to decide my case on the basis of merit.

Date: .... /.... /.....

Signature of students

**Attachment:**

- |   |                                |   |
|---|--------------------------------|---|
| 1. NOC from Parent Institute  | 2. NOC from Aspiring Institute | 3. Marksheets of Qualifying Recent Exam,        |
| 4. Eligibility Certificate (Applicable for other University Candidate), |                                | 5. GAP Affidavit (if Applicable),               |
| 6. DTE Admission Confirmation Letter,                                   |                                | 7. Undertaking of reason of change of institute |