

Name				Reg / Roll Number	
Examination Centre Transfer Requested Location (Mention Only "Place & State" and don't mention LC Code)				Place –	
				State –	
Reason for transfer request – Enclose relevant supporting documents					
DD number		Date	Amount	Bank	
			Rs.500=00		
Student Contact Details	Communication Address		Cell/Tel (With STD. Code)		
			E-Mail id		
			Date & Student Signature		

- The transfer is only for the purpose of writing the term end university examinations (**applicable only to this exam**) and does not include the project or practical examinations or IA which are held separately at the LC.
- Examination Centre Transfer will be permitted only in exceptional circumstances and students can apply for LC transfer to change examination centre permanently.
- It is mandatory to provide all the required **support documents** such as Job Transfer/Nativity Certificate/House Deed etc. (**Medical Certificates are not accepted**). Mere submission of this application **does not guarantee transfer**. The transfer, if permitted, will depend on the availability of capacity at the location. The university reserves all rights in this matter and its decision will be final and binding.
- **Only E-admit card will be made available at LC/Student/OEBS Login.**
- The DD of **Rs.500** should be in favor of "**Sikkim Manipal University-DE**" payable at **Manipal/Udupi**. Gateway payments/Credit card payments are not accepted.
- **The filled application along with DD and all the support documents must be sent to:**

**The Office of Student Evaluation,
Sikkim Manipal University, I Floor,
Corporation Bank Building, Manipal-576104,
Tel: 0820-4297200, Fax: 0820-2573008,
Email: smu.controllerde@smudde.edu.in.**

- Applications that are incomplete or without proper enclosures or received after the last date (**31.05.2014**) will be **rejected without any reason or notice**.
- ***Student can cancel the EC Transfer request before the due date. In such cases DD will not be returned.***

NOTE: The University reserves the right to cancel any of the Examination Centers due to administrative reasons. In such cases, the students of that particular EC will be allotted to the next nearest EC.

LAST DATE FOR RECEIPT OF APPLICATION IS 31.05.2014