

## CIRCULAR FOR ALL INSTITUTE TRANSFER STUDENTS A. Y. 2017-18

Date: 01-07-17

All Institute transfer students have to perform Joining formalities as follows:

**STEP 1:** Report to reception with copy of Transfer order given by GTU.

**STEP 2:** Deposit the requisite fees at Account Office.

**STEP 3:** After Deposit the requisite fees at Account Office, submit following documents to Academic Section & get temporary identification number will be issued that can be used in all future correspondence.

| Sr. No. | Documents Name  | Number of Copies                        |
|---------|---|---|
| 1       | <b>Transfer order given by GTU</b>  | 01 – Photocopy                          |
| 2       | Standard 10 <sup>th</sup> Mark Sheet                                      | 01 – Photocopy                          |
| 3       | Standard 12 <sup>th</sup> Mark Sheet                                      | 01 – Photocopy                          |
| 4       | GUJCET / JEE Mark Sheet   | 01 – Photocopy                          |
| 5       | School Leaving Certificate  | 01 – Photocopy                          |
| 6       | Passport Size Photographs   | 03 – Photographs                        |
| 7       | College Fee receipt   | 01 – Photocopy                          |
| 8       | Duly filled <b>Student Profile</b> (Blank Form get from Academic Section) | <b>01 – Original</b>                    |
| 9       | Duly filled <b>Enrolment Form</b> (Blank form Print from GTU website)     | <b>01-Original &amp; 02-Photocopies</b> |
| 10      | Joining Report to ADIT signed by Principal Sir                            | <b>01-Original &amp; 02-Photocopies</b> |
| 11      | All grade sheets of GTU Exams (Result Copies)                             | Each 01 – Photocopy                     |

**STEP 4:** Report to Respective Departments for continuing classes & getting time table.

In-charge Academic Section

Principal, ADIT

Copy to: 1. All HOD's for notifying Students  
2. Main Notice Board, Library, Ac/ office, Reception