



# सावित्रीबाई फुले पुणे विद्यापीठ

गणेशखिंड, पुणे ४११००७

Savitribai Phule Pune University

Ganeshkhind, Pune - 411007



सावित्रीबाई फुले पुणे विद्यापीठ  
७५ वी वर्षाच्या उत्सवाचा शुभंकर

दूरध्वनी क्रमांक : 020-25621205  
Telephone No.: 020-25621205  
Email: pgadmis@pun.unipune.ac.in

शैक्षणिक प्रवेश विभाग  
P.G. Admission Section  
Website: www.unipune.ac.in

परिपत्रक क्र. ६५/२०२६


## “विद्यापीठ विभागामधील विद्यार्थ्यांकरीता”

विषय : सावित्रीबाई फुले पुणे विद्यापीठ परिसरातील शैक्षणिक विभागातून शैक्षणिक वर्ष २०१८-२०१९ पूर्वी उत्तीर्ण झालेल्या विद्यार्थ्यांना देण्यात येणारे स्थलांतर प्रमाणपत्र (Transfer Certificate) ऑनलाईन पध्दतीने कार्यवाही करणेबाबत.

सावित्रीबाई फुले पुणे विद्यापीठ परिसरातील शैक्षणिक विभागामध्ये ज्या विद्यार्थ्यांनी शैक्षणिक वर्ष २०१८-२०१९ पूर्वी अभ्यासक्रम पूर्ण केला आहे, त्यांचे स्थलांतर प्रमाणपत्र (Transfer Certificate) शैक्षणिक प्रवेश विभागामार्फत विद्यार्थ्यांना अर्ज केल्यानुसार दिले जाते. ही सर्व प्रक्रिया करत असताना विद्यार्थ्यांना प्रत्यक्ष येऊन अर्ज भरून द्यावा लागतो, त्यानंतर बँकेत जाऊन चलन भरावे लागते तसेच ग्रंथालय विभाग, वसतिगृह कार्यालय व संबंधित शैक्षणिक विभाग यांचेकडून ना-देय प्रमाणपत्र (No Dues Certificate) सही व शिक्का घेऊन शैक्षणिक प्रवेश विभागामध्ये अर्ज जमा केल्यानंतर संबंधित विद्यार्थ्यांला स्थलांतर प्रमाणपत्र (Transfer Certificate) निर्गमित करण्याबाबतची कार्यवाही केली जाते. यामध्ये विद्यार्थ्यांच्या वेळेचा अपव्यव होतो.

सबब, ही सर्व प्रक्रिया ऑनलाईन पध्दतीने विहित केली असून सर्व संबंधित विद्यार्थ्यांना कळविण्यात येते की, जे विद्यार्थी सावित्रीबाई फुले पुणे विद्यापीठ परिसरातील शैक्षणिक विभागातून शैक्षणिक वर्ष २०१८-२०१९ पूर्वी उत्तीर्ण झालेले आहेत व अद्यापपर्यंत स्थलांतर प्रमाणपत्र (Transfer Certificate) घेतलेले नाही, अशा विद्यार्थ्यांनी आवश्यकता असल्यास स्थलांतर प्रमाणपत्र (Transfer Certificate) मिळण्यासाठी ऑनलाईन पध्दतीने अर्ज करून सोबत जोडलेल्या कार्यपध्दती (User Manual) नुसार कार्यवाही करावी.

गणेशखिंड, पुणे ४११००७ )  
संदर्भ:शै.प्रवेश /११९१ )  
दिनांक : १६/०८/२०२६)

  
(डॉ. मुंजाजी रासवे)  
उपकुलसचिव

प्रत माहितीसाठी व योग्य त्या कार्यवाहीसाठी :

मा. विभागप्रमुख, सर्व शैक्षणिक विभाग, प्रस्तुत विद्यापीठ. } आपणांस विनंती की, वरील परिपत्रकाचा आशय }  
सर्व संबंधितांच्या निदर्शनास आणून द्यावा.

# User Manual – Apply For Transfer Certificate

## (For Students Passout before 2018-2019)

### Step 1: Open the University Website

- 1) Open any web browser.
- 2) Search for <https://www.unipune.ac.in/>
- 3) Click on the first link in the search results to open the official website of Savitribai Phule Pune University (SPPU).

### Step 2: Navigate to SPPU Campus Admission 2026-27

- 1) On the homepage, Find the section titled “SPPU Campus Admission 2026-27.” Click on the it to proceed further.

The screenshot displays the official website of Savitribai Phule Pune University (SPPU). At the top, there is a prominent NAAC 'A+' accreditation logo with the text "Got 'A+' Grade in NAAC Accreditation with CGPA 3.60 (Highest in Maharashtra)". Below this, a navigation menu lists various university services and departments. The main content area is divided into several sections, including "FROM CHANCELLOR'S DESK", "FROM VC's DESK", "FROM PRO - VC's DESK", and "FROM REGISTRAR'S DESK", each featuring news articles and photos of university officials. There are also sections for "PRESS RELEASE" and "NEWS & ANNOUNCEMENTS". The footer contains various utility links and contact information.

### Step 3: Registration Process

- 1) After clicking the link, you will be redirected to the admission page.
- 2) Click on “Registration.”



# Be a Learner, Achiever and Successful

77 Years of Educational Excellence

Entrance Form Open  
Register for Post Graduate, Graduate and Integrated Programs

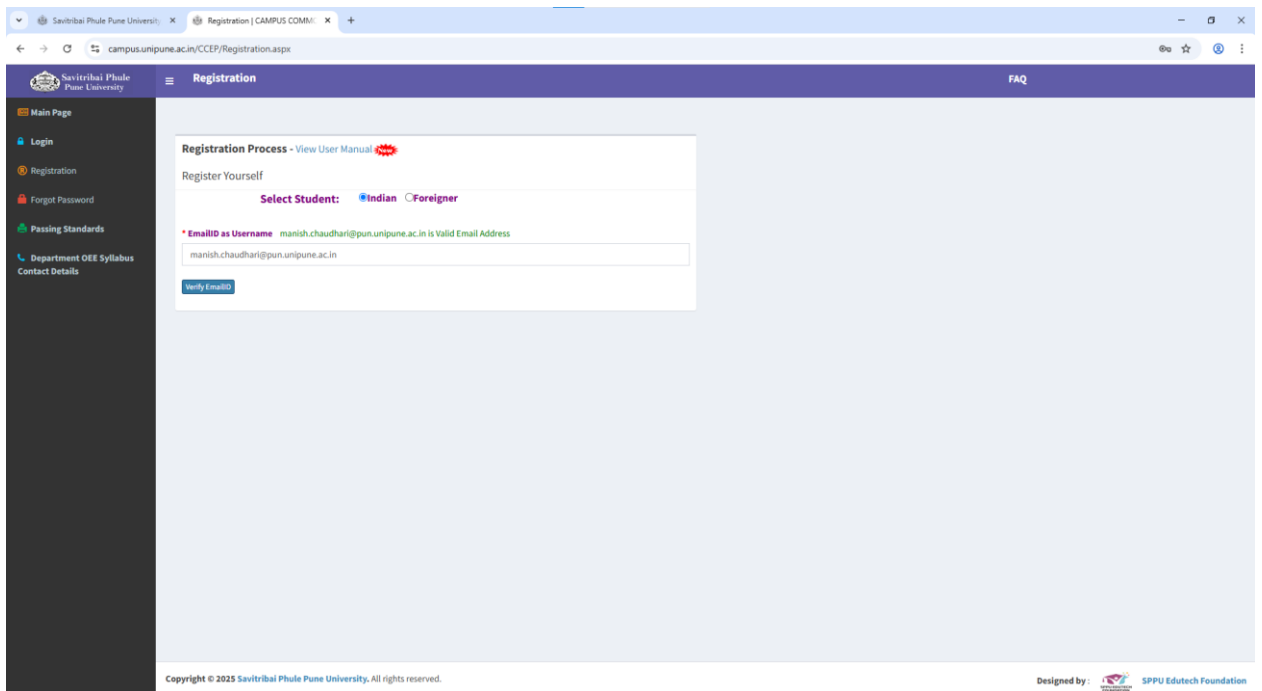
[CLICK HERE TO REGISTER](#)

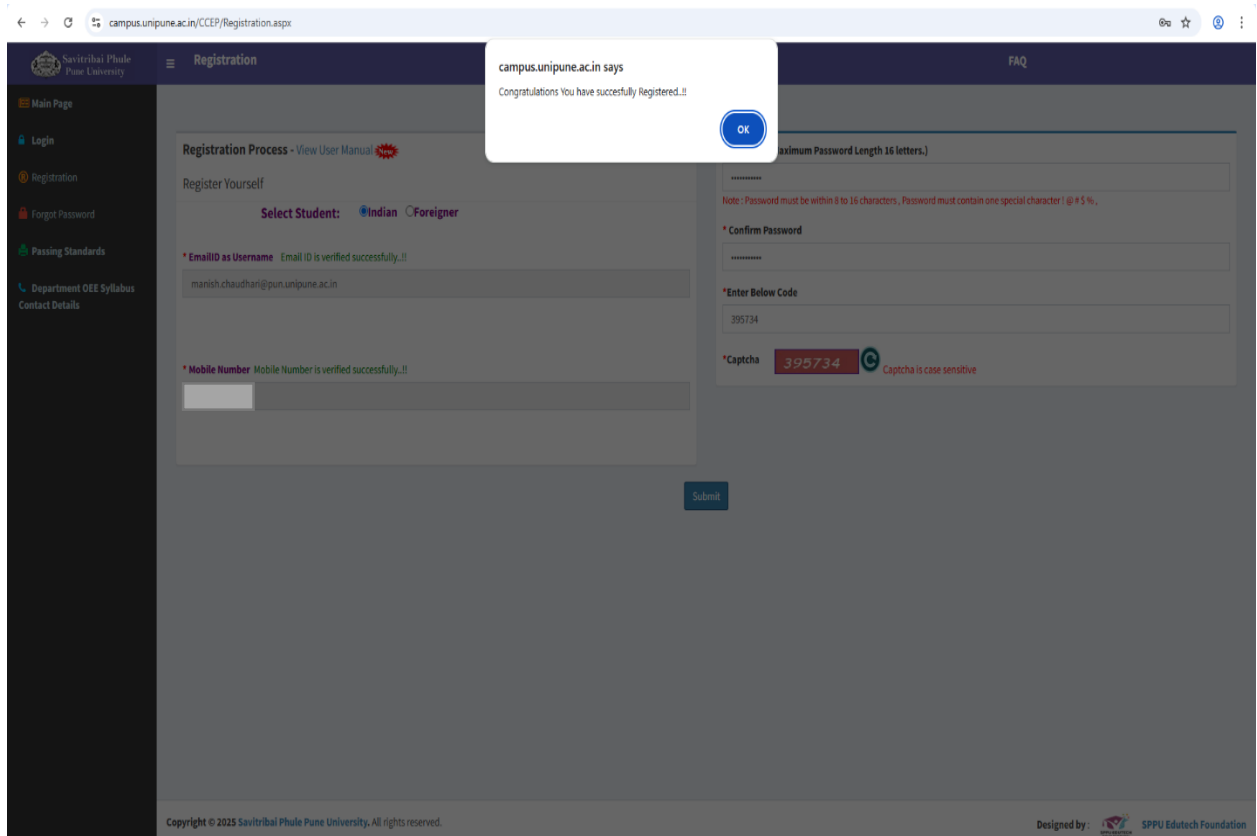
Apply Before 15<sup>th</sup> May 20.



## Step 4: Verify Your Details

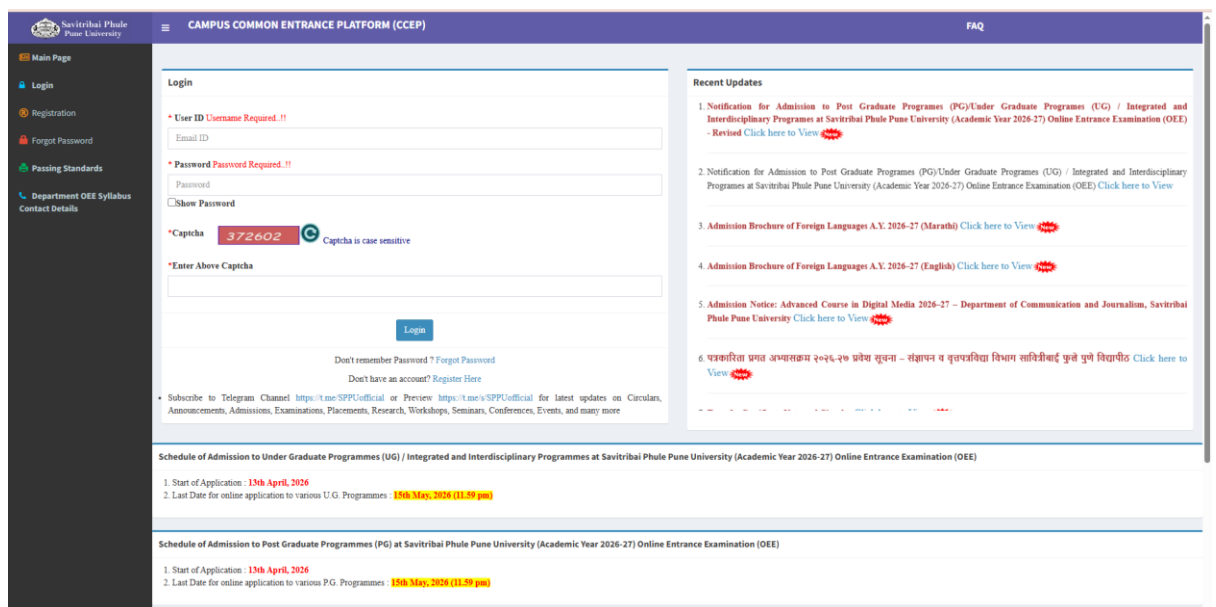
- 1) Select your student type.
- 2) Verify your Email ID and Mobile Number as shown in the reference images.
- 3) Set and confirm your password.





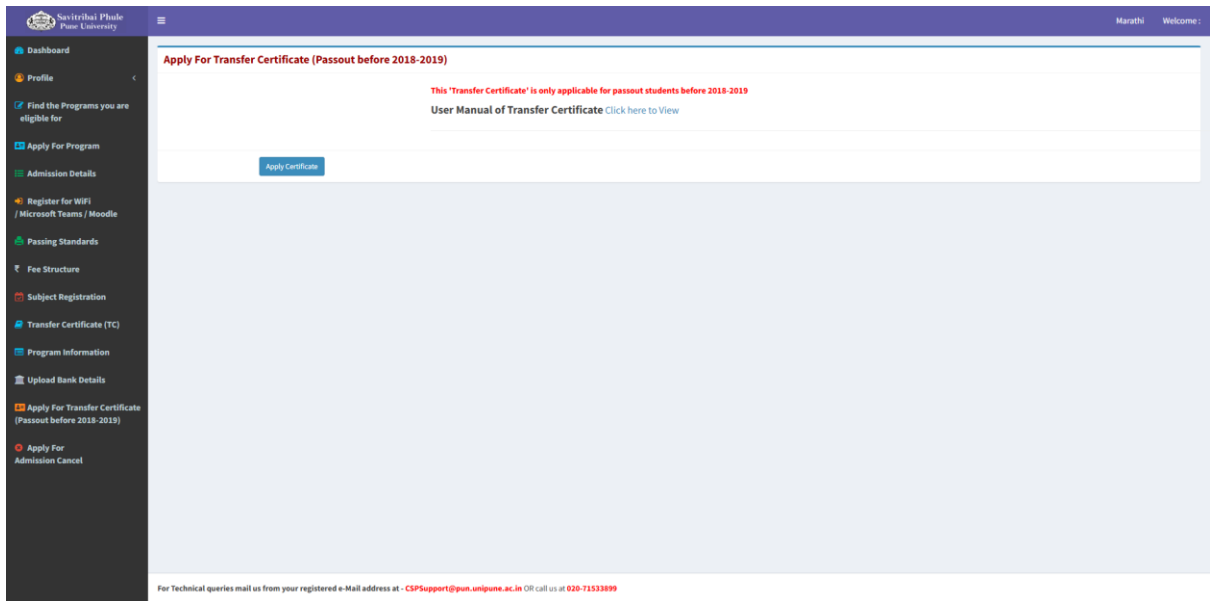
## Step 5: Login to Your Account

- 1) Enter your registered Email ID and Password.
- 2) Click the "Login" button.



## Step 6: Apply for Transfer Certificate

- 1) From the left-hand menu, click on **“Apply For Transfer Certificate (Passout before 2018-2019)”**

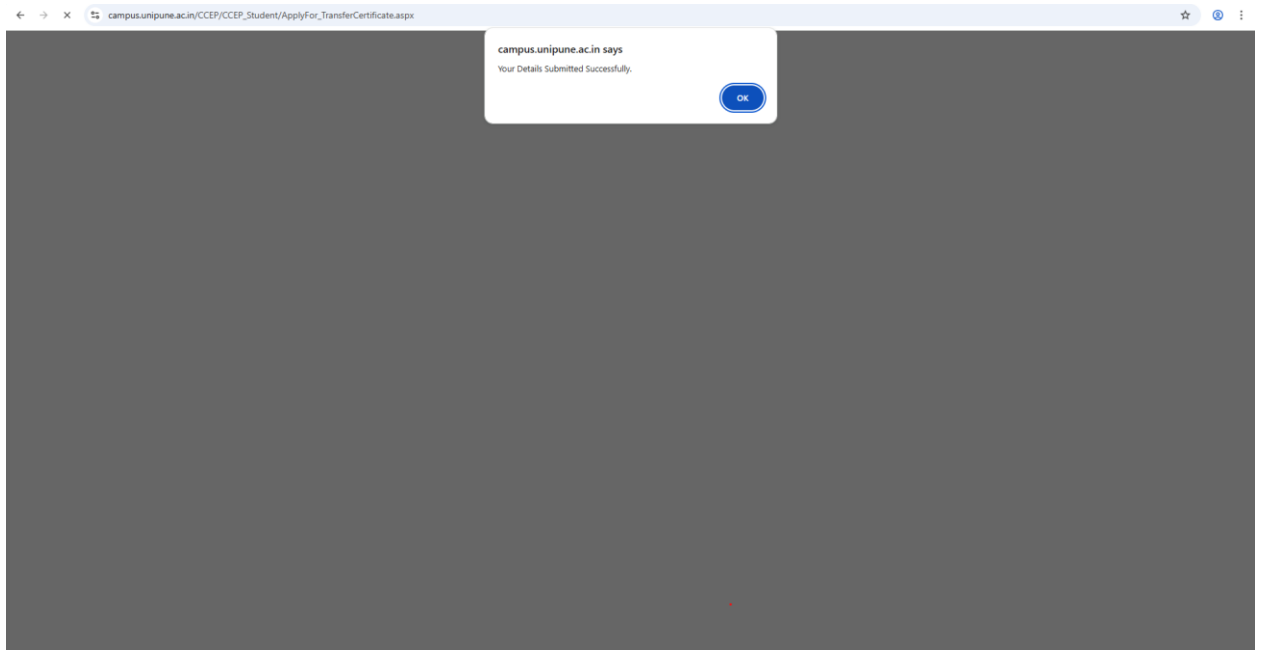


## Step 7: Fill Out the Application Form

- 1) Complete all required fields accurately in the application form.
- 2) After filling in the details, click the “Save” button.
- 3) A confirmation message will appear after successful submission.

The screenshot shows the application form for a Transfer Certificate. The form is titled 'Apply For Transfer Certificate (Passout before 2018-2019)'. It contains the following fields and options:

- Enter Mobile No.:** A text input field.
- Enter Email:** A text input field with the value 'testing@gmail.com'.
- \*Select Name of Department:** A dropdown menu with the value '--Select Name Of Department--'.
- \*Select Program Name:** A dropdown menu.
- \*Select Academic Year:** A dropdown menu with the value '--Select Academic Year--'.
- \*Select Gender:** A dropdown menu with the value '--Select--'.
- \*Enter Last Name:** A text input field with the value 'ENTER LAST NAME'.
- Enter First Name:** A text input field with the value 'ENTER FIRST NAME'.
- Enter Middle Name:** A text input field with the value 'ENTER MIDDLE NAME'.
- \*Enter Full Name: (This will be displayed on TC)** A text input field with the value 'ENTER FULL NAME'.
- \*Enter Mother's Name:** A text input field with the value 'MOTHER NAME'.
- Passed** (selected), **Failed**, **Appeared**, **Discontinued** (radio buttons).
- \*Enter Address:** A text input field with the value 'Enter Address'.
- \*Passing Month:** A dropdown menu with the value '--Select Month--'.
- \*Passing Year:** A dropdown menu with the value '--Select Year--'.
- \*Seat No.:** A text input field.



## Step 8: Complete Payment and Approval Process

- 1) Review your Application History.
- 2) Complete the payment for your application.

Sanjivlal Phule  
Pune University

Navabi Welcome

Dashboard  
Profile  
Find the Programs you are eligible for  
Apply For Program  
Passing Standards  
Program Information  
Apply For Transfer Certificate

### Apply For Transfer Certificate

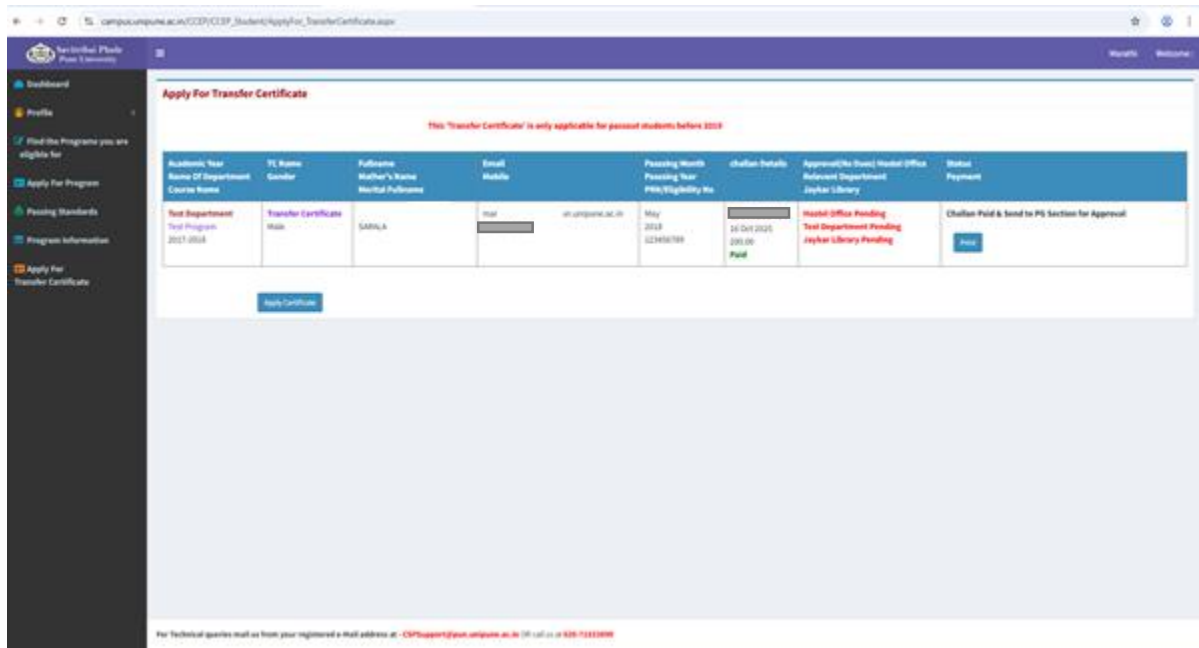
This 'Transfer Certificate' is only applicable for present students before 2018

Academic Year Name Of Department Course Name	TC Name Gender	Fullname Mother's Name Marital Fullname	Email Mobile	Passing Month Passing Year PUN/Eligibility No	Application Details	Approval/No Dues/ Hostel Office Relevant Department Jaykar Library	Status Payment
Test Department Test Program 2017-2018	Transfer Certificate Male	SABALA	ma [redacted] [redacted]	May 2018 123456789		Hostel Office Pending Test Department Pending Jaykar Library Pending	Incomplete [Yes] [No]

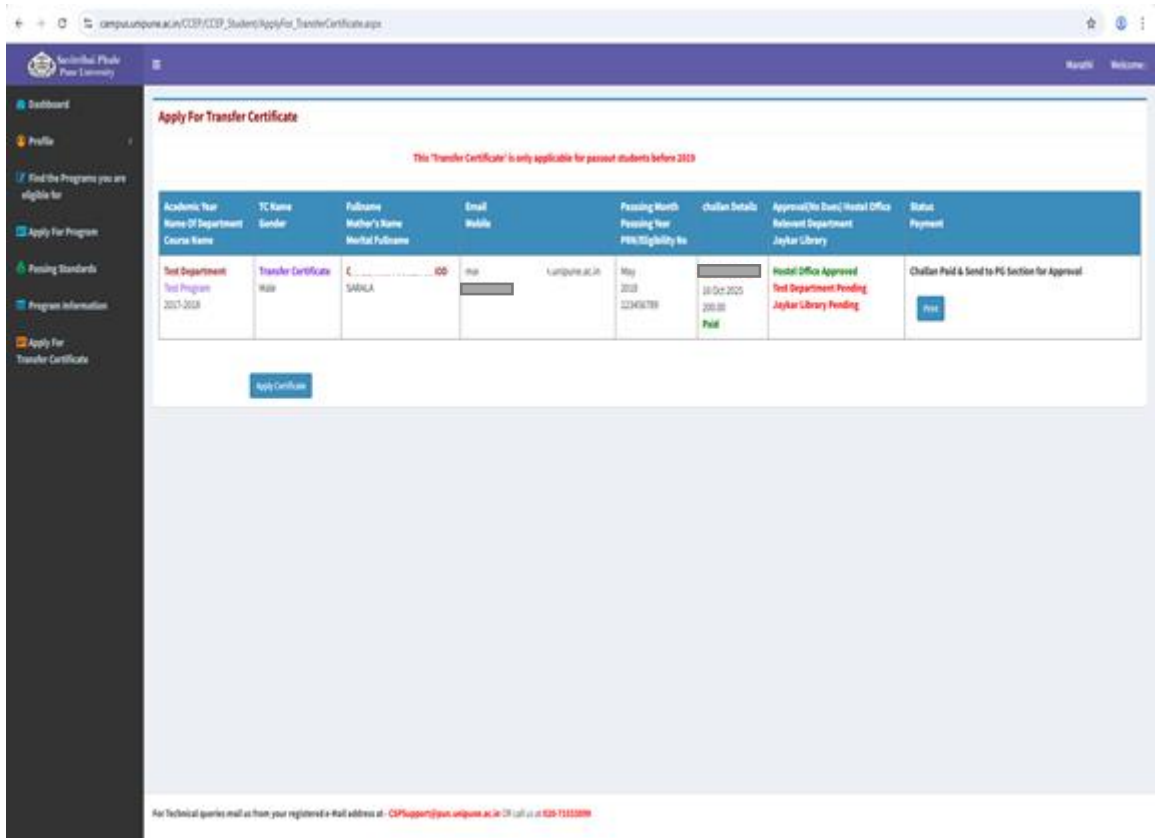
Apply Certificate

For Technical queries mail us from your registered e-Mail address at: [CSPSupport@pun.unipune.ac.in](mailto:CSPSupport@pun.unipune.ac.in) Or Call us at: 020-71102999

3) After payment, the details will be displayed on your application page.



4) Visit the Hostel Office for approval. Once approved, the status will be updated in your application.



- Next, visit your Department Office and obtain their approval. The updated status will reflect accordingly.

The screenshot shows a web application interface for applying for a Transfer Certificate. The page title is "Apply For Transfer Certificate". A red notice states: "This 'Transfer Certificate' is only applicable for passed students before 2020". Below this is a table with the following columns: Academic Year, Name Of Department, Course Name, TC Name, Gender, Fullname, Mother's Name, Marital Fullname, Email, Mobile, Passing Month, Passing Year, PWS Eligibility No, Chellan Details, Approval/No. Due, Hostel Office, Relevant Department, Joykar Library, and Status Payment. The table contains one entry for a student named SARDHA, who is a female student in the 2017-2018 academic year, having passed in May 2018. The application status is "Hostel Office Approved", "Text Department Approved", and "Joykar Library Pending". The status payment is "Chellan Paid & Send to PG Section for Approval". A blue "Apply Certificate" button is visible below the table.

Academic Year	Name Of Department	Course Name	TC Name	Gender	Fullname	Mother's Name	Marital Fullname	Email	Mobile	Passing Month	Passing Year	PWS Eligibility No	Chellan Details	Approval/No. Due	Hostel Office	Relevant Department	Joykar Library	Status	Payment
2017-2018	Text Department	Text Program	Transfer Certificate	Female	SARDHA			RDH	9846431104	May	2018	223406789	30 Oct 2020 200.00 Paid	Hostel Office Approved	Text Department Approved	Joykar Library Pending		Chellan Paid & Send to PG Section for Approval	Print

For technical queries mail us from your registered e-mail address at - [CSupport@pun.unipune.ac.in](mailto:CSupport@pun.unipune.ac.in) OR call us at 020-71110000

- Visit the Library Office for final approval.

This screenshot shows the same web application interface as the previous one, but the application status has been updated. The table now shows "Joykar Library Approved" in the status column, and the "Status Payment" column now says "Chellan Paid & Send to PG Section for Approval". The "Apply Certificate" button remains visible below the table.

Academic Year	Name Of Department	Course Name	TC Name	Gender	Fullname	Mother's Name	Marital Fullname	Email	Mobile	Passing Month	Passing Year	PWS Eligibility No	Chellan Details	Approval/No. Due	Hostel Office	Relevant Department	Joykar Library	Status	Payment
2017-2018	Text Department	Text Program	Transfer Certificate	Female	SARDHA			RDH	9846431104	May	2018	223406789	30 Oct 2020 200.00 Paid	Hostel Office Approved	Text Department Approved	Joykar Library Approved		Chellan Paid & Send to PG Section for Approval	Print

For technical queries mail us from your registered e-mail address at - [CSupport@pun.unipune.ac.in](mailto:CSupport@pun.unipune.ac.in) OR call us at 020-71110000

- After receiving approval from all respective departments, your application status will be updated as approved.
- Click the "Print" button to download and print your application form along with the uploaded documents.

campusunipune.ac.in/CCEP/CCEP\_Student/ApplyFor\_TransferCertificates.aspx

Savitribai Phule Pune University

Apply For Transfer Certificate

This 'Transfer Certificate' is only applicable for passout students before 2019

Academic Year Name Of Department Course Name	TC Name Gender	Folio Name Mother's Name Marital Fullname	Email Mobile	Passing Month Passing Year PWA/Eligibility No	challan Details Relevant Department Joykar Library	Approval/No Dues Hostel Office Joykar Library	Status Payment
Test Department Test Program 2017-2018	Transfer Certificate Male	SABALA	ma 9822787218	c.in May 2018 113456789	25870530434 01 Oct 2025 200.00 Paid	Hostel Office Approved Tax Department Approved Joykar Library Approved	Student Form Request Verified at PG Section & Send to Hostel, Joykar & Relevant Dept <input type="button" value="Print"/>

For Technical queries mail us from your registered e-Mail address at - [CSPSupport@pun.unipune.ac.in](mailto:CSPSupport@pun.unipune.ac.in) Or call us at 020-71333333

- 9) After clicking on print button you will get the application form along with the uploaded documents.

**SAVITRIBAI PHULE PUNE UNIVERSITY**

(Formerly University of Pune)



TC Application ID: 13

**Form of Application for Transfer Certificate**

From, \_\_\_\_\_ Date :- **16/10/2025**  
Name :- \_\_\_\_\_ Mobile :- \_\_\_\_\_  
Address :- \_\_\_\_\_ c.in

To,  
The Registrar,

Sir,

I am to state that I am seeking to the **Test Program** class of the **Test Department** and to request to end my Transference Certificate to the Registrar to an able me to grand admission.

My Particulars as under :

1) Name in full :- \_\_\_\_\_  
Surname Name Father's Name Mother's Name

2) For Married female Candidate :-  
Surname Name Husband's Name

3) Sex :-

4) Year of Passing the Examination with Seat No :- **May - 2025 ( Seat No - 123456789 ) Passed**

5) I m enclosing herewith a true copy of the Statement of Marks.

6) I was studying in the M.A/M.Sc/LLM/M.Lib/M.Ed. in **Test Department** During the Academic Year \_\_\_\_\_