



# GUJARAT TECHNOLOGICAL UNIVERSITY

(Established by Government of Gujarat Under Gujarat Act No.: 20 of 2007)

ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત સરકારના ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

Ref no: GTU/Revised/Enrollment\_Cancellation/2019/2382

Date: 19-03-2019

## Circular Enrollment Cancellation

Ref No:GTU/Academic/Enr/Cancellation/2016/3683 Date: 16/05/2016

All the students/Guardians/Institute heads/Principals/Directors are hereby informed to check the Enrollment cancellation procedure as mentioned below. Institute heads/Principals/Directors are informed to send such applications file along with necessary documents listed as under so as to reach to the respective Course Section head at GTU, Chandkheda.

**(A) Institute has to submit the hard copy documents to GTU as mentioned in the reference circular above.**

List of Documents to be submitted:

1. Institute's request on letter head duly signed by the head/Principal/Director/Trustee clearly mentioning enrolment number, semester and name of the students willing to cancel their Enrollment from the university.
2. Notarized Affidavit by institute's/head/principal/Director/trustee (on Rs. 100/- stamp paper) regarding the genuineness of applications received from concerned students only.
3. Student(s) application in his/her own handwriting and countersigned by his/her guardian and institute head/principal/Director/trustee.
4. photo-ID of student having his/her specimen signature. (College I-card is not valid).

**(B) Institute has to submit the enrollment cancellation request (Enrollment no. of Student) on institute admin panel.**

**(C) Once the documents (as per A) will be received and verified at GTU, enrollment will be cancelled from GTU.**

Please note that the cancellation orders will be issued/posted to the institute after 15 days from the application(s) file received by the respective course section head at the University after entry in institute admin portal. So institute heads/Principals/Directors are here by informed to submit the file of Enrollment cancellation Applications in time.

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Registrar (I/C)