



GUJARAT TECHNOLOGICAL UNIVERSITY

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

ગુજરાત ટેકનોલોજિકલ યુનિવર્સિટી

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

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GTU/Academic/University-Transfer/Guidelines/2025/ 2648

Date: 9/04/2025

University Transfer Guidelines (Including Foreign University) W.E.F. AY 2025-26

1.1 Objective:

- 1.1.1 To establish a standardized process and policy for students seeking transfer between universities, ensuring academic continuity, fairness, and compliance with regulatory standards.
- 1.1.2 To establish guidelines for students transferring from other University to Gujarat Technological University (GTU).

1.2 Scope:

- 1.2.1. This policy governs the transfer of students from other universities (including foreign universities) to GTU-affiliated institutes, ensuring a structured and transparent process.
- 1.2.2. It defines eligibility, transfer limitations, credit recognition, and regulatory compliance while maintaining academic integrity.
- 1.2.3. The policy also outlines the roles of the parent university, receiving institute, and GTU in facilitating fair and accountable transfers. Special provisions apply to students from closed universities.

1.3 Definitions:

- 1.3.1 **University Transfer:** The process by which a student transfer from other University to GTU Affiliated Institute while continuing the same course.
- 1.3.2 **Receiving /Host Institute:** The institute that receives student after transfer.
- 1.3.3 **Parent University:** The institute where the student is currently studying and from which they are seeking transfer to GTU Affiliated Institute.

1.4 Programs Offered for University Transfer:

Sr.No.	Program Name	Semester
1	Programs having 6 semesters	3
2	Programs having 8 semesters	3, 5
3	Programs having 10 semesters	3, 5
4	Diploma Pharmacy	2nd Year
5	Pharm D.	2 nd and 3 rd Year

Note: Institute Transfer in B.Voc and D.Voc programs are not applicable as of now.



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1.5 List of Documents to be submitted by the Applicant Student seeking transfer from any other Institution / University to GTU (in any affiliated SFI):

List of Documents	Comply By
a) Copy of Student Application Form	Student
b) Transfer Fees Payment Receipt of Rs. 500/-	
c) Self-attested photo copy of Grade Cards/Mark Sheets/transcript of all examination passed by the applicant student at his/her parent/original University	Parent University
d) Photo copy of the Teaching Scheme and Syllabus of all the studied subjects and semesters of the parent/original University, duly endorsed by the competent authority.	
e) No Objection Certificates duly issued by the parent/original University	
f) Copy of extension of approval of respective program for the institute from AICTE, PCI and COA (Wherever Applicable).	
g) Copy of letter of UGC , for the respective university	
h) AIU Certificate for equivalency of courses is compulsory for applicants of Foreign University.	
i) Original Migration Certificate duly issued by the Parent University (After receiving the transfer order from GTU).	Receiving Institute
j) No Objection Certificate of Receiving Institute (Annexure-II)	
k) Extension of Approval (EOA) from AICTE /COA /PCI or any other statutory body letter for the same academic year as student enrolment year.	
l) Notarized Affidavit and undertaking (Annexure-I) on E-stamp paper of Rs./- 300 or Franking from designated bank of Rs./- 300 of Receiving college- As per format. (Annexure-I)	
m) Copy of Declaration of Receiving Institute needs to be submitted if any, stating the seats submitted for D2D admissions to the respective Admission Committee for the upcoming Academic Year in case of BE semester-3.	
n) Copy of Declaration of Receiving Institute needs to be submitted if any, stating the seats submitted for C2D admissions to the respective Admission Committee for the upcoming Academic Year in case of DE semester-3.	

Any application found incomplete (i.e. without the above mentioned documents) shall be considered as rejected.



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The application not submitted through online system or incomplete application or application received after the last date will not be considered.

1.6 Application Process:

1.6.1 **Circular:** Every year in March, the University Transfer Circular will be published on the GTU website along with the Transfer Calendar.

1.6.2 **Student Application Form:** The student must submit an online application on the GTU website through Institute Transfer within the given timeline. After that, the portal will be closed. Payment of Transfer Fees of Rs.500/- needs to be paid by student on the GTU Transfer Portal. Student need to upload NOC of Parent University on transfer portal.

Link: https://student_transfer.gtu.ac.in/

1.6.3 **Collection of Documents:** The student must collect all the required transfer documents in original from the parent university within the given timeline and submit them to the GTU Academic Section on or before the last date mentioned in the circular.

1.6.4 **Application & Document Submission:** Submission of transfer application along with required documents (as mentioned in table 1.5 - a to n) in original to GTU by Student and Receiving Institutes.

1.6.5 **Document Verification and Issuance of Transfer Order:** All documents submitted by the student and receiving institute shall be verified by the university. If found proper and approved, a transfer order shall be issued and communicated with the student and receiving institute.

1.6.6 **New Enrolment Number:** The new Enrolment number of the transfer student will be communicated to the receiving institute via email after the transfer order is issued.

1.6.7 **Timeline:** The application must be submitted as per the transfer calendar mentioned in the circular, which should be published along with.

1.7 Guidelines for Transfer (Migration) from any other University to GTU:

1.7.1 The students can apply for transfer from any other University to any GTU affiliated SFI only, with payment of Rs. 500/- Fees for respective program. There is no additional enrolment fees need to be pay by the student. If the University transfer of the student is cancelled / Not approved for any reason then fees will not be refunded.

1.7.2 The students eligible as per GTU guidelines for transfer are instructed to fill the application form online on below mentioned link:

Link: https://student_transfer.gtu.ac.in/



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Link will be inactive after last date.

- 1.7.3 The student must take a printout of the duly filled online application form and attach a copy of “No objection Certificate(NOC)” of parent institute and receiving institute, affidavit of receiving institute ,EOA letter of both the institutes, Fees receipt of Rs.500/- and other required documents and submit the same to GTU, Chandkheda office before the last date. Documents can be submitted by students or institutes.
- 1.7.4 The parent university and/or receiving institute shall require to send the original NOC and Affidavit along with EOA letter (downloaded from their portal) to GTU, Chandkheda office before last date.
- 1.7.5 The student needs to ensure that the nomenclature of the course at Parent University and at GTU affiliated institute is same.
- 1.7.6 For Post Graduate courses transfer from other university to any GTU affiliated SFI will not be allowed.
- 1.7.7 The transfer (Migration) from any other University to GTU shall be granted to those eligible students who have applied through the Online Portal only. Any application submitted without applying through the Online Portal, will be rejected.
- 1.7.8 Requests for a change of branch from the applicant's current branch of study will not be considered. Such applications will be rejected without prior notice.
- 1.7.9 Applicant apply for transfer from another university to GTU must earn at least 50% of their course credits from GTU. However total course credits earned by the applicants shall not be less than total course credits prescribed by the GTU for the said course.
- 1.7.10 N.O.C. shall be issued on original letter head of institute, by the Principal /Director/Head of institute, with seal signature and name of authorized signatory (Annexure-1) conditional NOC shall not be accepted in any circumstances. Once NOC issued by institute, seat will remain vacant till the institute transfer order issued by GTU.
- 1.7.11 For transfer from any other University to any GTU affiliated SFI, the applicant must have cleared/passed all the subjects in earlier semesters (i.e. semester1 & 2) at the parent/original University (i.e. if the applicant has any backlog and/or detention in any subject and/or semester at his/her parent Institution/University, s/he will not be eligible for getting transfer). Such applications will be rejected without any intimation.
- 1.7.12 The syllabus of all the subjects of all the previous semesters of both the Universities shall be evaluated for equivalence. The opinion of Board of Studies will be taken for the



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equivalence. If the syllabus is found equivalent at acceptable level then only the application will be consider for further process.

- 1.7.13 In case, student has to study any new subjects suggested by University due to the curriculum difference, then student has to pass these subject(s) in subsequent semester(s)-as suggested by university. In addition, student will not get any exception in the subjects of GTU curriculum of remaining study. If GTU needs to offer more than 4 subjects to the students from GTU curriculum then student will not be eligible for University transfer.
- 1.7.14 The transfer of any student from any University to any of GTU affiliated Institute/College (SFI) will be as per the norms of respective statutory council (E.g.: Pharmacy Council of India (PCI), Council of Architecture (COA) and All India Council for Technical Education (AICTE)). Hence, the transfer process will strictly follow the respective Statutory Council's prevailing from time to time. E.g.: Any Institution/University will be granted the transfer only if both the institute (i.e. parent university/institute and receiving institute) having approval of respective council.
- 1.7.15 All the documents have to be submitted on or before 10th May. The student needs to submit his/her result of earlier semesters (i.e. semester 1 & 2) latest by one month of starting of 3rd semester at GTU. If the result not submitted by prescribed date, the application will be rejected.



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Annexure I

AFFIDAVIT and UNDERTAKING

I, The Undersigned _____ (Name) Principal/Director/Head of institute at (Name of institute & institute code) do hereby confirm that, upon accepting the transferred students in the year _____ the total number of students is not exceeding the total sanctioned intake, as given below:

Branch	Sem	Student Enrolment Year	Total Intake (As per EOA given by AICTE or any other Statutory Council (A)	Total Intake (EWS) (B)	* Filled Seats (Out of A and B) (C)	Vacant Seats (A+B-C)

* In Filled Seats, do not include supernumerary seats like TFWS, PMSSS, MHRD, etc.

The following students have requested for transfer to our Institute:

Sr. no	Name of Student	Enrolment No	Course	Branch	Sem.	Name of Parent Institute Name

The above information is true to the best of my knowledge.

Signature of Principal/Director/Head of institute

Name of Principal/Director/Head of institute

Seal of institute



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(Letterhead of Institute)

Annexure II

N.O.C format for Receiving Institute

Student Name _____ Enrolment no. _____ Course _____
Branch _____ Semester _____ has been studying in Parent Institute Name (College code). He/she has applied for institute transfer from institute Parent Institute Name (college code) to our institute Receiving Institute Name (college code).

We have no any objection if GTU transfers his/her admission from Institute Parent Institute Name (college code) to our Receiving Institute Name (college code) in semester _____

Sign of Principal/Director/Head of Institute

Name of Principal/Director/Head of Institute

Date:

Seal of institute



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FAQ –UNIVERSITY TRANSFER

Ques 1. What is university transfer at GTU?

Ans. The students can apply for transfer from any other University to any GTU affiliated SFI only for undergraduate and Diploma courses with payment of Rs. 500/- Fees.

Ques 2. What is the time period of university transfer?

Ans. The general time period is generally between March – April of every year (Actual timeline shall be kept on GTU web site on time to time basis through circular. On Circular tab of academic)

Ques 3. Link for the university transfer

Ans. Link: https://student_transfer.gtu.ac.in/ (Active only during the specified time period. The link will be inactive after the last date as mentioned above.) It is mandatory to apply through the online portal only.

Applications submitted without applying through the online portal will not be considered and shall be rejected.

Ques 4. Which are the different program for university transfer?

Ans. The students can apply for transfer from any other University to any GTU affiliated SFI only for undergraduate and Diploma courses with payment of Rs. 500/- Fees for respective program as per the point no.1.4.

Ques 5. What is the condition of University transfer?

Ans. For University transfer condition. kindly refer point no. 1.7.4 to 1.7.14.

Ques 6. Which category of students are ineligible for university transfer?

Ans. Students who have taken admission on

(i) Tuition Fees Waiver Scheme (TFWS),

(ii) PMSSS, MHRD and other supernumerary seats

or

(iii) Detained or penalized under UFM Rules will not be eligible to apply for university (SFI) transfer.

No reply or intimation will be given to such applicants, even if they will apply.

Ques 7. What if the student receives university transfer?

Ans. Without a transfer order, no student can study at the receiving institute, and the receiving institute cannot accept any student without a transfer order from GTU. If the receiving institute permits a student to study without a transfer order, it will be the sole responsibility of the receiving institute and the concerned student.



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Once the transfer order is displayed on the GTU website, the enrolment number will be changed, and the student must report to the receiving institute to continue their studies. An applicant student shall not be allowed to study at the receiving institute before the issuance of the transfer order by GTU.

Once the transfer order has been issued, it cannot be reversed or cancelled.

Ques 8. What is the criterion for the university which comes in the university transfer process?

Ans. The transfer of any student from any University (SFI) shall be as per the norms of the respective statutory councils such as

- (i) Pharmacy Council of India (PCI),
- (ii) Council of Architecture (COA) and
- (iii) All India Council for Technical Education (AICTE).

Hence, the transfer process will strictly follow the respective Statutory Council's Norms prevailing from time to time.

For example, the Students, studying in the University having no approval of AICTE/PCI/COA, will not be eligible to get transfer in the other Institution/University and vice versa. The approval of the university is considered for the same year of the enrolment of the student.

Ques 9. How many times university transfer allowed?

Ans. One time only. Transfer shall not be given to those students who have already taken transfer.

Ques 10. What is the requirement of NOC?

Ans. As per point no. 1.7.10.

Ques 11. What is the process for the university transfer for the closed university and still I have time to complete my study as per N+2 time period (NEP 2020)?

Ans. The students from the university, which had been closed shall be permitted for the university transfer based on case to case basis. Those students need to contact GTU for further guidelines.


Registrar 9/4/25

