INSTITUTE TRANSFER

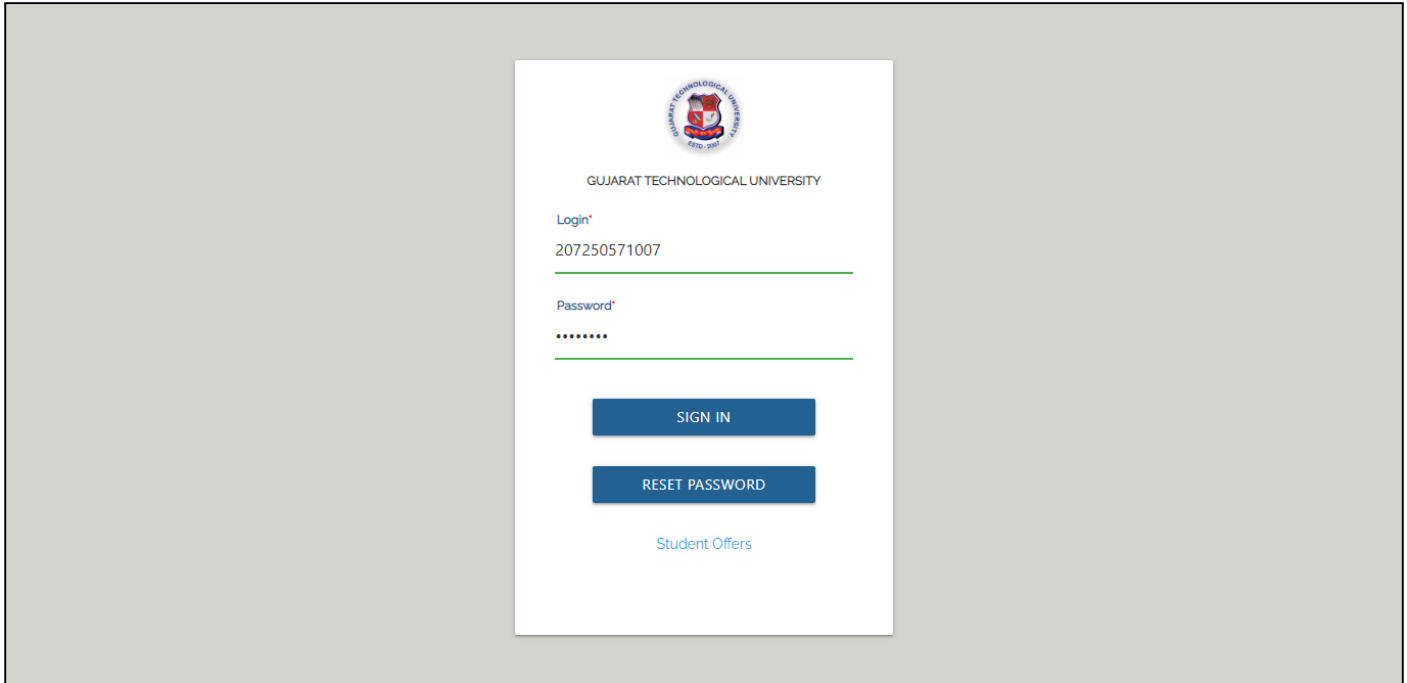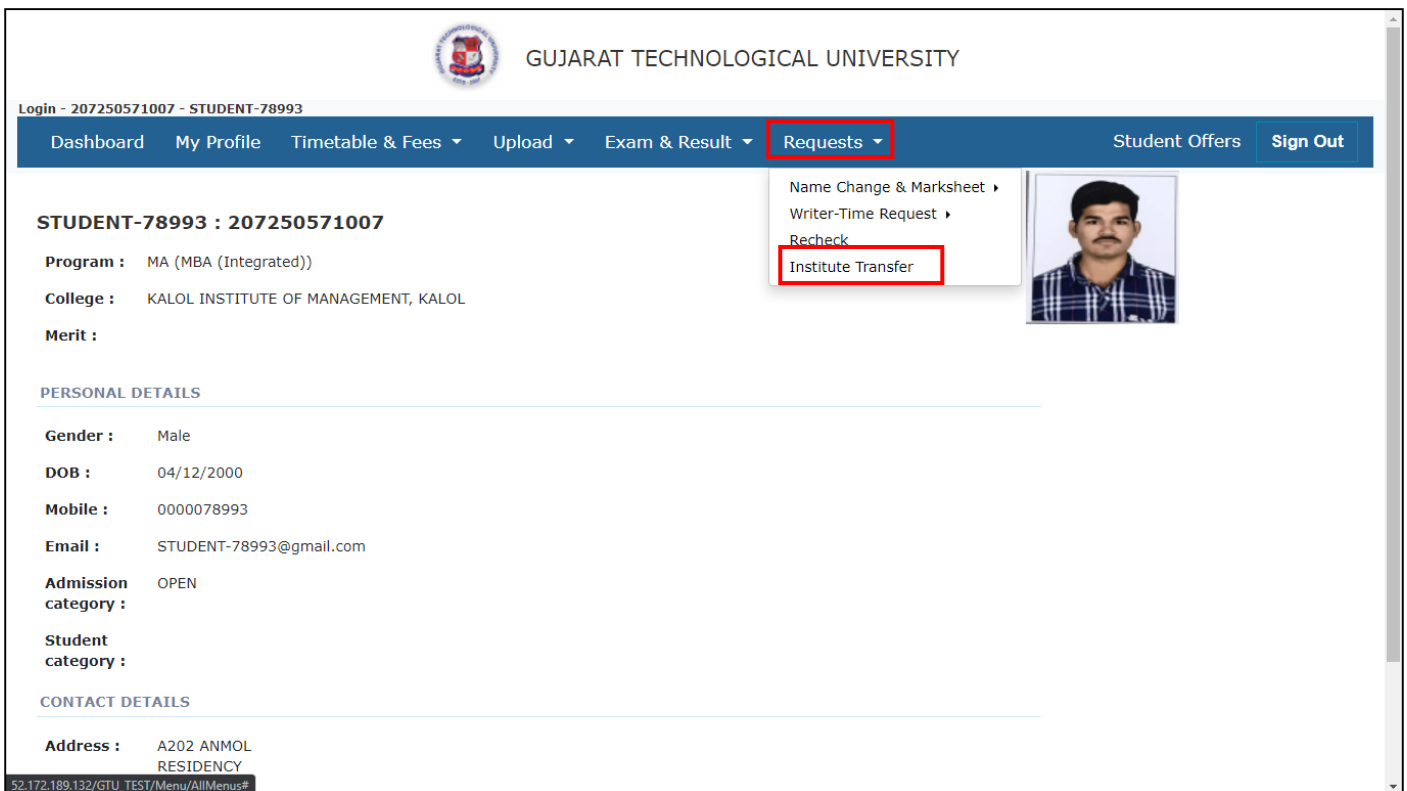## TABLE OF CONTENTS

INSTITUTE TRANSFER

Purpose: Using this screen, eligible students of GTU affiliated self-finance Institutes (SFI) can apply for Institute Transfer.

1. Login with student login credential.

After clicking on sign in below screen will display, in screen click on **Requests --> Institute Transfer**.

3. After clicking on **Institute Transfer** menu below screen will display.

Note - Only those **Colleges** will be displayed in **Transfer In Institute** dropdown which has seats available in particular admission category.

Case 1: Regular students can apply for institute (SFI) transfer from 3rd semester onwards and **Lateral Students** can apply for institute (SFI) transfer from 4th semester onwards. Students studying in last semester of a program will not be allowed to apply for **Institute Transfer.**

1. Select college from **Transfer in Institute** dropdown and select **Transfer in Semester** dropdown .

2. Click on **Save** button.

3. After saving the record **Data saved successfully but yet to be Submit** message will display.

4. Click on **Ok** button for proceeds further.

Note: Until Submit button is not press, the student can change the college if required.

5. Under **TERMS AND CONDITION** section, select the **checkbox** and click on **Submit** button.

6. After submit the record **Data Submitted successfully** message will display and **Pay Now** button will get enabled.

7. Click on **Pay Now** button to pay the fee for institute transfer.

GUJARAT TECHNOLOGICAL UNIVERSITY

Login - 207250571007 - STUDENT-78993

Dashboard   My Profile   Timetable & Fees ▾   Upload ▾   Exam & Result ▾   Requests ▾   Student Offers   Sign Out

TRANSFER DETAILS

Current /Parent Institution :   KALOL INSTITUTE OF MANAGEMENT, KALOL

Transfer In Institute :*   (729)L. J. INSTITUTE OF MANAGEMENT STUDIES, AHMEDABAD

Transfer In Semester :*   Semester IV

Pay Now

DOCUMENT STATUS

Document	Status	Date
Parent Institute NOC	Pending	
Parent Institue Affidavit	Pending	
Receiving Institute NOC	Pending	

8. Select the payment option and proceed with the payment.

Airpay Tech Sandbox   English

Order Id: MF202204499 | Amount : ₹ **500.00**

Credit Card

Debit Card

Net Banking

UPI

Wallet

RTGS / NEFT

Pay Later

✓ You are in Sandbox mode (Your account will not be charged)

Card Number

Card Holder Name
YASHPAL SINGH RAJPUROHIT

Card Exp Date   MM/YY   CVV   576

MAKE PAYMENT

Please note: If your credit or debit card has not been used for ecommerce transactions, it will be blocked by your bank for all online transactions as per RBI notification effective March 16, 2020.

In case your transaction is failing, please contact your card issuing bank to enable your card for online transactions.

airpay
PAYMENT SERVICES

Convenience fee of ₹ 0.00 has been levied by Airpay Tech Sandbox.

Your transaction will appear on your bank or credit statement as 'airpay' or 'Airpay Tech Sandbox'. To Cancel this transaction, please click here

javascript:void(0)

9. Once payment is successfully done, the student will get **Payment details** page & can download receipt by clicking on **Receipt** button. Same receipt will be seen in **Payment History** page.

Note: Once payment is done successfully, institute transfer request go for approval to respective authority person & Once they Approve or Reject the record same status will reflect under Document Status section

Case 2: Students who have taken admission on **Tuition Fees Waiver (TFW)** seats will not be eligible to apply for Institute (SFI) Transfer.

After clicking on **Save / Submit** button application will display '**You are not eligible for Institute Transfer**' message.

Case 3: Students who comes under **UFM** status of current semester will not be eligible to apply for Institute Transfer.

Case 4: Students who comes under **Detained** status of current semester will not be eligible to apply for Institute Transfer.

END MANUAL