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## University of Mumbai



## Eligibility & Migration Certificates Unit

Dr. Babasaheb Ambedkar Bhavan,  
Vidyanagari, Santacruz (East),  
MUMBAI - 400 098.

e-mail : dr@eligi.mu.ac.in

No. Elg./ 92508/2017

Date : 29/07/2017

### Circular:-

#### A Process to be followed for Eligibility Certificate from academic year 2017-18

- All the Principals of Colleges are informed herewith that they should not do admission directly to Third Year except the students coming from Institute of Distance and Open Learning (IDOL) or other University.
- The students who have passed from Board of Secondary and Higher Secondary Education other than Maharashtra State and University of Mumbai require Eligibility Certificate.
- The College/Institute/Department should give admission to students from boards and Universities (Deemed/Open/State/Private) within the state, other states and abroad only after ascertaining and ensuring that their qualifying examinations are approved by the COBSE/UGC/AIU/IAU/AICTE on the websites of the concerned bodies or boards.
- Every College/Institute/Department will have to constitute an admission committee based on the UGC guidelines and instructions. The College Admission Committee (CAC) or Institutions Admission Committee (IAC) or Department Admission Committee (DAC) has to scrutinize and verify the original marksheets and other documents of the students and provide verification report of authentication of documents to university and then the admission is given as per the Ordinance and Circular of University of Mumbai.
- The College/Institution/Department must give provisional admission to such students and as soon as the University of Mumbai verifies the eligibility and provide Eligibility Certificates then College/Institution/Department must confirm the permanent admission.
- The College/Institution/Department must submit Faculty-Wise, Course-Wise and Class-Wise eligibility application forms. Prescribed fees and necessary documents of admitted students including fees-paid receipts and lists of students are to be submitted to the Eligibility and Migration Section as per the schedule.
- The eligible students shall be given only one PRN and once only. The PRN shall be valid as long as the student is enrolled with the University of Mumbai. If student is taking readmission then his previous PRN No. has to be continued and College should submit student's new online form alongwith fees.
- The Colleges/Institutions/Departments must confirm the admission of the Provisional eligible students and the admission of not eligible students must immediately be cancelled. The respective College/Institute/Department shall be held responsible for admitting the not eligible students.
- The present process of eligibility and admission to the students passing from Foreign Universities/Boards as well as foreign students shall take Prima Facia letter before taking admission.
- For confirmation of Provisional Eligibility, college has to submit the Original Migration Certificate, Verification report, (Please note that some Boards have given online Verification), Status report, xerox copies of Marksheets and Certificates etc.
- The existing fees for eligibility certificate of student from the state, outside state and foreign nationalities shall continue to be charged.

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- The College/Institute should submit the alphabetical list of students, Status report and N.E.F.T. receipt alongwith the eligibility form and other documents to the University as per the Chart mentioned below:

Sr. No.	Online app. Form No.	Name of Student	Male/ Female	Caste	Name of the Board /University	% Obtained	Nationality	Course Applied for	Elg. Fees	Enrol. Fees

The following dates has been fixed for submission online eligibility forms.

Region	From	To
Mumbai	1 <sup>st</sup> August, 2017	5 <sup>th</sup> August, 2017
Thane	7 <sup>th</sup> August, 2017	11 <sup>th</sup> August, 2017
Palghar	11 <sup>th</sup> August, 2017	19 <sup>th</sup> August, 2017
Raigad	21 <sup>st</sup> August, 2017	24 <sup>th</sup> August, 2017
Ratnagiri, Sindhudurg, Nashik & Pune	28 <sup>th</sup> August, 2017	31 <sup>st</sup> August, 2017

- The colleges should submit their eligibility forms to the University in a prescribe date only.
- Late fees will be charged from 1<sup>st</sup> October, 2017 as per Circular No. Elg./ Circu./34/1735 dated 19<sup>th</sup> November, 2008.

**Offg. Deputy Registrar**  
Enrollment, Eligibility & Migration  
Certificate Unit.