

## **Sikkim Manipal University**

Directorate of Distance Education

SPRING SESSION – April 2014

### **Calendar of Events**



Last date for receipt of completed Application Form by the University without late fee : 25<sup>th</sup> April 2014  
Last date for receipt of completed Application Form by the University with the late fee of USD 10 : 15<sup>th</sup> May 2014  
Last date for receipt of completed Application Form by the University with the late fee of USD 20 : 25<sup>th</sup> June 2014

## **INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM**

### **A. GENERAL INSTRUCTIONS**

- (1) **Students are advised to retain Page No 1 & 2 containing confirmation slip, as proof of submission of registration application with the learning centre.**
- (2) This application is meant only for those **seeking fresh admission to Distance Education programs of Sikkim Manipal University. Photocopies of the application will not be accepted.** Application forms are Learning Centre specific; hence the students are required to join the same centre from where the application was obtained.
- (3) Application form has to be filled by the candidate **with his/her own handwriting** only in English.
- (4) Overwriting, striking out or erasure of any kind in the Application form, are not allowed.
- (5) Incomplete information or discrepancies, if any, in the information furnished in the application will lead to rejection/ cancellation of admission.
- (6) Boxes are provided for writing alphabets and numbers. Please use capital letters in all places except for the signature. Please write only one alphabet/number in a box.
- (7) A recent **passport size** photograph must be neatly pasted in the space provided. The photographs should not be pinned or stapled or extend beyond the box provided.
- (8) After ensuring that all the information required by the University has been furnished, the applicant should also sign in the space provided at the end of the application.
- (9) The application is liable to be rejected if the **candidate's signature** in the application **does not match** in page No. 3& page No. 4
- (10) The applicants who want to change program / semester after submission of form to the University are required to fill up Program and Semester change form and forward to the University within the last date along with the requisite fee.
- (11) At any stage, if the candidate is found ineligible for the admission to the said Program. the admission will be cancelled without any liability on the part of the University.

### **B. DETAILED INSTRUCTIONS**

Serial No 1: Write your name in capital letters as it appears on your birth certificate/ marks card of Standard X.

**Even minor variations will not be accepted.**

Serial No 2: Write 'M' for male and 'F' for female.

Serial No 3: Write your date of birth as per the Gregorian (English) calendar.

Serial No 4: Mention your nationality.

Serial No 5: Write your Blood Group. eg: O+ve 

	O	+	v	e
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Serial No 6: Write your father's/ mother's / guardian's name in capital letters.

Serial No. 7: Furnish your complete postal address for correspondence. Do not write your name again. Ensure that the name of the city, state and pin code is filled in. Write your telephone number, ISO code and E-mail ID in the respective columns.

Serial No. 8: Furnish your complete Permanent postal address. Do not write your name again. Ensure that the name of the city, state and pin code is filled in. Write your telephone number, ISO code and E-mail ID in the respective columns.

Serial No.9 & 10 : Write the Program code and the semester to which admission is sought.as per the 'Program-Semester' table given in page no. 5

Serial No. 11: Furnish details of the Learning Centre where the program will be taken up including the 4 or 5digit Learning Centre code. name of the centre and city where it is located.

Serial No.12: Enter payment details – This can be left blank as the learning centre will transfer the registration fees for all the students.

Serial No.13: The signature must not project outside the box.

Serial No.14: Indicate the qualifications as indicated in the table. Supporting documents for the qualification must be provided along with the application.

Serial No.15: If employed, furnish the details.

Serial No.16: Passport and Visa Information.

## **Important**

### **Details of Educational Qualification**

- Admissions to various Programs offered by the University are made strictly on the basis of eligibility criteria mentioned in the Prospectus published for each session. If the University is satisfied with the applicant's eligibility and suitability for admission into the respective program, the student will be granted admission to that program.
- When a Provisional Pass certificate is forwarded, it is mandatory to forward the mark cards of all the three years.
- It is also important to properly tie the individual applications with the attachments together so that they do not fall apart.
- Transcript / Degrees in a language other than English should be translated into English language and a copy of the same duly attested be attached.
- The Photo copy of the original transcript or marks card / degree certificate / transcripts has to be enclosed along with the duly attested translation copies of the same.

### **Supporting Documents**

Attested photocopies of documents establishing the eligibility of candidates must be furnished along with the application form. The copies must be attested by any of the following and further certified by the Learning Centre.

- Head of the Department/ Professor of a local Government University
- Notary Public /Gazetted Officer / Commissioner of Oath.
- An authorized official of the Indian Embassy/High commission in their respective countries.

### **Online Application Form**

Online Application Form is designed to familiarize an applicant about the information required for admission.

Applicant must buy the Prospectus from the Learning Centre and it contains pre-printed Application Form with a unique Serial number.



# Online-Application Form Sikkim Manipal University

Directorate of Distance Education

## APPLICATION FOR INTERNATIONAL ADMISSION SPRING SESSION – 2014

SPACE FOR PICTURE

Affix your recent  
passport size photo  
for ID Card. Photo  
should not extend  
outside the box  
provided

Application No.

(Read instructions before filling the form)

(Use capital letters only)

1. First Name of the applicant

Middle Name

Last Name of the applicant

Initials (Mr. /Ms. /Mrs.)

2. Gender

 M  F

3. Date of birth

       

4. Nationality

5. Blood Group

6. Father's/Mother's/Guardian's name:

Relationship		Name	
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7. Complete address for correspondence (Do not repeat name) :

House No.		Street	
Street2			
City			
State/Province		Country	
Mobile No.(with ISD)			Post Box
E-mail			

8. Permanent Address (Do not repeat if same as above)

House No.		Street	
Street2			
City			
State/Province		Country	
Mobile No.(with ISD)			Post Box
E-mail			

9. Program Applied for:

Lateral Entry

Yes  No

Re-Entry

Yes  No

10. Semester Applied for:

11. Choice of learning centre: (Write the centre code by referring the approved learning centre list available at [www.smude.edu.in](http://www.smude.edu.in))

Learning Centre Code :

Name of the centre:

City:

Country:

12. Payment details:

Amount (USD)

13. Signature of the candidate

14. Details of educational qualifications (From JSS / 'O' Level onwards)

Name of the qualifying exam	Year of passing	Board/ Institution/ University	Class/ Division/ Grade	Percentage/CGPA

15. Employment details (Enclose the experience certificate(s) duly attested):

Employed  Start Date  End Date  Level: Senior / Middle/Junior  Industry

Yes  If yes:

No  Designation:

Name of the Company/Institution:

Address of the Company/Institution:

Annual income(\$)

16. Passport and Visa Information

Passport No.	<input type="text"/>	Country	<input type="text"/>
Visa Type	<input type="text"/>	Visa Number	<input type="text"/>
Visa valid until	<input type="text"/>	Visa Issued By	<input type="text"/>

**DECLARATION BY THE APPLICANT**

- I acknowledge to have fully read the Directorate of Distance Education prospectus of Sikkim Manipal University (SMU) and certify that I have understood all the provisions indicated therein.
- I hereby certify that all the particulars stated by me in this application are true to the best of my knowledge and belief. I understand that my admission is liable to be cancelled if I suppress or distort any information furnished in my application.
- I certify that am qualified for the program as indicated in the Prospectus admission and will produce the original Certificate(s) when asked for.
- I understand that the University has the right to add/delete/change the syllabi, program structure, rules and regulations as and when required.
- I understand that the FEES once paid will NOT be refunded.

Date:

Place:

Signature of the candidate

### CHECK LIST FOR APPLICATION

SNo	Particulars	Student		Centre Head	
		Yes	No	Yes	No
1	Have you read all the instructions before filling the Application?				
2	Is the Name of the Applicant mentioned as per Birth Certificate/Marks card of Standard X examination?				
3	Is the Guardian's Name mentioned as per Birth Certificate/Marks card of Standard X examination?				
4	Is the Date of Birth mentioned as per the English calendar and as mentioned in the Marks card of Standard X/Secondary examination?				
5	Have you mentioned the Nationality correctly?				
6	Is the payment made as per the instructions in the form of Demand Draft / Challan / Credit / Debit Card?				
7	Have you paid the correct fee including Lateral entry and Late fee as applicable?				
8	Have you attached the demand draft/copy of transaction slip/ Challan to the application?				
9	Has passport size photograph been affixed?				
10	Is the signature of the candidate in the declaration certificate/Identity card tallying and are within the box provided?				
11	Is the qualification of the candidate as per eligibility criteria mentioned in prospectus?				
12	For Diploma and Bachelor's Degree Programs: Is notary/gazetted officer attested X standard marks card attached? Is Notary / Gazetted officer attested +2/3 Year Diploma Certificate / Markscards attached?				
13	For PG Diploma and Master's Degree Programs: Is Notary / Gazetted officer attested +2 Certificate / Markscards attached? Is Notary / Gazetted officer attested Degree Certificate / Markscards attached? Is Notary / Gazetted officer attested all 3 Year Degree Markscards attached?				
14	Is Notary / Gazetted officer attested documents for Lateral Entry attached?				
15	Is valid experience certificate attached?				
16	Is Application signed by the Centre Head with Centre seal?				
17	Has the photocopy of the filled application and DD been taken for future reference?				

Candidate's Signature:

Name of the Centre Head

Date:

Signature with Date:

**Note:** Students are advised to retain Page No 1 & 2 containing confirmation slip, as proof of submission of registration application with the Learning Centre.