

APPLICATION FORM TEMPLATE

To
The Registrar,
Presidency University,
Kolkata-700073

APPLICATION FORM FOR EXIT FROM THE FOUR-YEAR UNDERGRADUATE PROGRAMME (FYUP)

Sir/Madam,

I am a student enrolled in the Four-Year Undergraduate Programme (FYUP) at Presidency University, Kolkata. I have successfully completed [1/2/3] year(s) of study under the programme.

I hereby wish to exercise my option to **exit from the enrolled programme** after successfully completing the prescribed period of study and satisfying all other requirements, for the reason mentioned below. My academic and programme related details are provided hereunder for your kind consideration and necessary action.

I request you to kindly process my application in accordance with the applicable rules and regulations of the University.

UNIVERSITY REGISTRATION DETAILS

Name:

University Registration No:

Date of registration:

Date of Birth (DD/MM/YYYY):

Present class and semester:

Contact No:

Email ID:

APAAR ID:

AADHAR Number:

ACADEMIC DETAILS AND COURSE COMPLETION STATUS

Year	ODD SEM-SGPA	EVEN SEM-SGPA	Course Completion Status	Backlog Course (if any)
1 st year				
2 nd year				
3 rd year				
4 th year				

INTERNSHIP DETAILS

Internship must be completed preferably before publication of even semester result of the corresponding exiting year.

Name:

University Registration No:

Institute/Organisation:

Start date:

End date:

Duration in hours:

Evaluation Status/Grade point:

REASON FOR OPTING TO EXIT

DECLARATION

I understand that I will not be eligible to pursue the further degree under the programme unless I re-enter the course, subject to the applicable provisions and provided that I have not migrated. I undertake to pay the requisite application fee of ₹500/- for the issuance of my Exit Certificate.

Date

Signature of the Student

COMMENTS AND RECOMMENDATIONS

Office	Comment and Recommendation with sign and stamp
1. Head of the Department (for recommendation and comments)	
2. Finance Office (for dues and other outstanding)	
3. Dean of Students (for Hostel dues if any)	
4. Library (for dues and other outstanding)	
5. ICT (for recommendation and comments)	
6. Office of the Controller of examinations (for verification)	

FOR OFFICE USE ONLY

Name:

Registration No:

Department:

Exit after completion of Year:

Recommended for Exit

Controller of Examinations

Registrar

Date

Date

Application Sr No:

Exit after completion of _____ year/ _____ semester

Exit Approval Date:

Validity of Registration till:

Department:

Comments:

Signature of the dealing Staff with date

Signature of issuing officer with date

Name:

Name:

Designation: Asst CoE/ Deputy CoE/ CoE

Exit rule as per University guideline:

Academic Level	Exit Criteria and Credit	Exit Qualification
UNDER-GRADUATE 1st year	Successful completion of all courses of two semesters (including sessional courses and continuous evaluation) followed by an exit 4-credit skills-enhancement course (Internship / Summer Internship)	Under-Graduate Certificate in <Major Discipline> <i>e.g.</i> <i>Under-Graduate Certificate in Life Sciences</i>
UNDER-GRADUATE 2nd year	Successful completion of all courses of first four semesters (including sessional courses and continuous evaluation) followed by an exit 4-credit skills-enhancement course (Internship / Summer Internship)	Under-Graduate Diploma in <Major Discipline> <i>e.g.</i> <i>Under-Graduate Diploma in Life Sciences</i>
UNDER-GRADUATE 3rd year	Successful completion of all courses of first six semesters (including sessional courses and continuous evaluation)	Bachelor of Science in <Major Discipline> <i>OR</i> Bachelor of Arts in <Major Discipline> <i>e.g.</i> <i>Bachelor of Science in Life Sciences</i>

Steps to be followed

1. Download the exit form from the examination portal.
2. Offline submission of filled in application form with all supporting documents need to be submitted to the office of the Registrar.
3. List of students eligible for exit will be displayed at examination portal.
4. Eligible candidates will have to pay requisite application fee of Rs 500/- for issuance of exit certificate
5. Exit certificate will be granted to eligible students subject to fulfilment of all necessary condition and permission of the competent authority.

Instructions:

Eligible students are requested to apply to the Registrar for exit along with the following hard copy documents and copy of the Payment Receipt,

- a) the filled-in application form at the Office of the Controller of Examinations:
- b) Self-attested photocopy(ies) of the Grade Card(s) of all semesters as proof of the mentioned papers in the application form.
- c) Self attested photocopy of the Registration Certificate.