



No. 814/B3/KU/2025

Date: 18 - 06-2025

To
All the Principals of
University Constituent /Affiliated (Aided/Unaided/Govt./Private) Colleges
Kakatiya University

Sub: ADMISSIONS – Admission of Students on transfer to UG II & III year (3rd & 5th Semesters) Courses for the academic year 2025-2026 - Certain Instructions – Issued.

Ref: - Almanac KU Letter No. 45 /Acad. Audit/KU/2025, dated 06 /06 /2025

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Sir/Madam,

I draw your attention to the subject matter cited, that there is a provision for transfer of admission in Under- Graduate (Non- Professional) courses at II & III Year (3rd & 5th Semesters) level. The candidates who have completed their I Year (I & II Semesters) and II Year (III & IV Semesters) of degree program in the Colleges under the jurisdiction of Kakatiya University as well as from other Universities would be applying for admission on transfer to Degree College of Kakatiya University as per the norms:

On this context, I am desired by the Vice- Chancellor to issue the following guidelines in making transfer of admissions at UG (NP) Courses for the academic year 2025-2026 for scrupulous implementation.

1. The applicants should apply in the prescribed format for transfer of admission at the office of the Academic Branch, Kakatiya University
2. Application must be enclosed with the Memo of Marks of I & II Years as the case may be.
3. The candidates have to enclose a paid receipt of processing fee as prescribed hereunder.
 - i) College to another College : Rs. 2000/-
 - ii) From other University : Rs. 2500/-
 - iii) From other State : Rs. 5000/-

Method of fee payment: Through online SBI E pay / NEFT / RTGS / Google Pay / Phone Pay
Only Account No. **52026911837** Registrar Income Account, State Bank of India, KU Branch, Hanumakonda . IFSC code SBIN0020262.

4. Copy of the affiliation orders of the College in which candidate is seeking.
5. Candidates applying from other Universities must enclose the following:
 - iv) Originals along with Xerox copies of Memorandum of marks of I / II year degree program of the parent University (Net Memos are not accepted)
 - v) Certified copies of the Scheme / Syllabus & Promotion rules of I / II year degree Course studied at Parent University.
 - vi) Copy of the Affiliation orders of the college in which the candidate is seeking Admission on transfer

NOTE: In case of candidates failed in previous Semesters have to appear and clear backlogs from Kakatiya University for continuing next Semesters.

The last date for admission on transfer is **31/07/2025**

It may please be noted that no student be admitted by the colleges directly without obtaining prior approval / orders from the University under any circumstances. Application without consent of the Principals of both the Colleges will not be considered. Any deviation / violation of the above norms will be viewed seriously and stern action will be taken against such erring colleges.

Yours faithfully,


REGISTRAR

Copy to:

1. The Dean, Faculty of Arts / Science / Social Sciences & Commerce & Business Management, KU
2. The Dean, CDC / Academic Audit cell, KU
3. The Controller / Addl. Controller of Examinations, KU
4. The Secretary to Vice- Chancellor, KU / The P.A. to Registrar, KU
5. The SF

**KAKATIYA UNIVERSITY**

WARANGAL-506 009 TELANGANA

**APPLICATION-FORM FOR TRANSFER OF ADMISSION
INTO UG NON-PROFESSIONAL COURSES FOR THE ACADEMIC YEAR 2025-2026
(WITHIN THE JURISDICTION OF KAKATIYA UNIVERSITY)**

Name of the Student (<i>in Capital Letters</i>)	
Father's Name	
Residential Address for Correspondence	
Mobile Number	
Course with Medium	
Hall-Ticket Number	
Name of the College with Address where the last studied	
Year / Semester already studied / completed	
Subjects studied in previous Year/ Semester (Write subjects as per previous Memo. of Marks).	First Language : Second Language: Optional : (i) (ii) (iii) Others, if any :
Name of the College with Address where the candidate intends to seek Admission on Transfer	
Transfer of Admission sought into the Semester / Year	
Reasons for seeking transfer of Admission	
Processing Fee details (SBI Epay/NEFT/RTGC/Google Pay)	Amount of Rs. Receipt/Ref. No. Date

DECLARATION BY THE CANDIDATE

I declare that the facts mentioned above are true to the best of my knowledge. I fully understand that my admission will stand cancelled in case any information furnished by me is found to be false at any stage of the course.

Date:

Signature of the Student

NO OBJECTION CERTIFICATE FROM THE RELINQUISHING COLLEGE

Certified that this College has no objection for transfer of Admission of Mr./Ms./Mrs. _____, S/o, D/o. _____ RollNo. _____ BA/BCom./B.Sc./I,II,III Year course from this College for the academic year _____

Date:

Signature of the Principal with Seal

**CERTIFICATION OF THE PRINCIPAL OF THE COLLEGE WHERE
ADMISSION ON TRANSFER IS SOUGHT**

This is to certify that I have No Objection to take over the Admission on Transfer of Mr./Ms./Mrs. _____, S/o, D/o. _____ into _____ Course of _____ Semester/Year in _____ Medium with Hall Ticket No. _____ for the academic year 2024-25 against the existing vacant-seat and it will not exceed the approved ceiling strength for the said Course.

Further, it is to certify that the KU has permitted our College to offer said course with sanctioned intake of _____ Seats during last two academic years. (Enclosed the copies of Annual-Affiliation-Orders for the last two academic years issued by the KU)

Date:

Signature of the Principal with Seal

**KAKATIYA UNIVERSITY**

WARANGAL-506 009 TELANGANA

APPLICATION-FORM FOR TRANSFER OF ADMISSION**INTO II / III-YEAR OF UG NON-PROFESSIONAL COURSES FROM OTHER UNIVERSITIES
FOR THE ACADEMIC YEAR 2025-2026**

Name of the Student (in Capital Letters)	
Father's Name & Occupation	
Residential Address for Correspondence	
Mobile Number & e-mail ID	
Course with Medium	
Hall-Ticket Number	
Name of the College with Address where the last studied	
Year / Semester already studied / completed	
Subjects studied in previous Year/ Semester (Write subjects as per previous Memo. of Marks).	First Language : Second Language: Optional : (i) (ii) (iii) Others, if any :
Name of the College with Address where the candidate intends to seek Admission on Transfer	
Transfer of Admission sought into the Semester / Year	
Reasons for seeking transfer of Admission	
Processing Fee details (SBI Epay/NEFT/RTGC/Google Pay)	Amount of Rs. Receipt/Ref. No. Date

DECLARATION BY THE CANDIDATE

I declare that the facts mentioned above are true to the best of my knowledge. I fully understand that my admission will stand cancelled in case any information furnished by me is found to be false at any stage of the course.

Date:

Signature of the Student

NO OBJECTION CERTIFICATE FROM THE RELINQUISHING COLLEGE

Certified that this College has no objection for transfer of Admission of Mr./Ms./Mrs. _____, S/o, D/o. _____ Roll No. _____ BA/BCom./B.Sc./I,II,III Year course from this College for the academic year _____

Date:

Signature of the Principal with Seal

**CERTIFICATION OF THE PRINCIPAL OF THE COLLEGE WHERE
ADMISSION ON TRANSFER IS SOUGHT**

This is to certify that I have No Objection to take over the Admission on Transfer of Mr./Ms./Mrs. _____, S/o, D/o. _____ into _____ Course of _____ Semester/Year in _____ Medium with Hall Ticket No. _____ for the academic year 2024-25 against the existing vacant-seat and it will not exceed the approved ceiling strength for the said Course.

Further, it is to certify that the KU has permitted our College to offer said course with sanctioned intake of _____ Seats during last two academic years. (Enclosed the copies of Annual-Affiliation-Orders for the last two academic years issued by the KU)

Date:

Signature of the Principal with Seal