



SYMBIOSIS

Centre for Distance Learning (SCDL)

Symbiosis Bhavan, 1065 B, Gokhale Cross Road, Model Colony, Pune - 411016, Maharashtra, India.
Tel.: 020 66211000-20 | Fax: 020 66211040 / 41 | www.scdl.net

Please read the instructions on website before filling the Application Form

Application No.

To,
The Director,

I request for grant of admission to the below mentioned program being offered by your institute for the current academic year under the student Category - **General**

Paste one recent front face passport size Colour photo & attach another photo at the top corner

Note: Side face, School age & Selfie photos not accepted

Program / Course: PGD in Design Thinking
 PGP in Strategic Management

Batch: Jan. _____
 July. _____

A) Personal Details (Name of the applicant should be as per Bachelor Degree Certificate attached. In case of name change, attach the required document.)

First Name: _____ Middle Name: _____ Last Name: _____
Gender: _____ Marital Status: _____ Date of Birth: _____
Caste Category: _____ Are you physically handicapped?: _____

B) Postal Address Please use spaces and / or commas wherever applicable.

Communication Address: (Students should take utmost care in writing complete address so as to receive all communication, ID Card etc. on this address without any delay.) Re-dispatch due to incorrect address will be charged to the student.)

Address: _____
Land Mark: _____
City: _____ State: _____ Country: _____ Pin Code: _____
Mobile No. _____ Alt Contact No. _____ Email ID: _____

CONTACT NO. & EMAIL ID IS COMPULSORY. Ensure your contact no. and email ID is correctly mentioned. SCDL sends many important information from time to time. Any change in communication address/ contact no. / Email ID must be immediately communicated to SCDL.

Permanent Address:

Address: _____
City: _____ State: _____ Country: _____ Pin Code: _____

C) Academic Details: It is mandatory to mention your academic details; without which your form will not be processed.

Examination Degree	School / College / University	Stream	Year of Admission	Year of Passing	% Marks	Mode of Education	Medium of Instruction in School / College

FOR SCDL USE ONLY

Reason for admission being provisional / rejected _____

- | | | |
|--|---|---|
| <input type="checkbox"/> Bachelor deg. cert. attested copy reqd. | <input type="checkbox"/> HSC certificate attested copy reqd. | <input type="checkbox"/> Photo reqd. |
| <input type="checkbox"/> All/Final Yr. marksheet attested copy reqd. | <input type="checkbox"/> Name change doc. reqd. | <input type="checkbox"/> Govt. Photo Id proof reqd. |
| <input type="checkbox"/> Undertaking/ Form not signed | <input type="checkbox"/> Internet marksheet not attested by resp. college principal | <input type="checkbox"/> NRI proof reqd. |
| <input type="checkbox"/> Defence Proof Required | | |

Admission Status

Confirmed Provisional

Form Status

A H R

Admission Date

_____|_____|_____|

Registration Number

_____|_____|_____|_____|_____|_____|_____|_____|

D) Other Information:

I received information about SCDL programs from:

By Profession I am:

E) Work Experience Details:

Name & Address of Organization:

E-mail:

Current Designation:

Contact Tel No.:

F) Fee Payment:

Applicant is required to pay full course fee as prescribed, immediately on grant of confirmed admission to the applied program.

Mode of Payment: Fees can be paid Online through payment gateway

Transaction: No.: _____, Date: _____, Amt.: _____, Bank: _____

Check list of documents to be enclosed by the applicant along with the duly filled and signed application form.

- Two passport size colour photographs
- Clear photocopy of any one photo identity (e.g.: Passport Copy, Aadhar/Election Card, and Driving License).
- Photocopy of XII std. Marksheet & Bachelor Degree Completion Certificate/Provisional or Passing Certificate, duly self-attested or attested by a class 1 Gazette Officer or Notarized by notary, as per the applicable eligibility for the applied program.
- Name Change document (if applicable).

Note: SCDL reserves the right to ask for additional documents if necessary, to verify academic qualification of student. Student is liable to submit the required documents within the specified timeline prescribed by SCDL.

Certificate of Undertaking

I _____ Accept that I have read all the instructions and that I give my consent to be bound by this Certificate of Undertaking. I am signing this Application Form electronically. I am aware and agree that I have to manually sign the form before I dispatch it to SCDL & understand that:

- I am enrolling for session mentioned above and I have read in the rules regulations, the fee policies, eligibility criteria and all other information carefully.
- I am aware that there is no caste based reservation or fee concession for seeking admission to programs offered by SCDL. The caste details are captured only for Statistical Analysis.
- Program validity of my enrolled program & registration validity will remain the same as mentioned on the ID card & understand that the information/policies & details given herein website, prospectus & any other communications of SCDL is subject to change from time to time.
- I have read the carefully and have understood the rules specially: - (a) Provisional Admission (b) Payment of program fees, exam fee and mode of payment (c) Cancellation of admission (d) Rules for refund of program fee (e) Late fees (f) Rules related to forfeiture of unidentified fees, excess fees and other unclaimed fees (g) Rules regarding evaluation, additional attempts (h) Award of Diploma and registration validity (i) Jurisdiction.
- SCDL shall be conducting online classes & online faculty chat as per schedule decided by SCDL. I have also understood that the examination system & assignments at SCDL are computer based & I have to appear for exams at nearest designated SCDL exam centre.
- SCDL has provided Student Grievance Redressal Forum, a body independent of SCDL headed by legal luminary to enable the students to get their grievances, if any, redressed. I undertake that I will approach the said Student Grievance Redressal Forum to get my grievance, if any, redressed before taking any legal recourse.
- The institute reserves the right to amend the rules and regulation, whenever and wherever considered necessary and appropriate related to course content, passing requirements, eligibility criteria for examinations, fee structure, refund policy, admission cancellation policies and rules, curriculum and course content, examination pattern, policies and timelines, certification and designation, assignment pattern, examination and contact program centres and such other matters, as may be considered relevant.
- I may be informed on my personal email id and or mobile no., (by email / sms / call) various updates and important information about activities taking place at SCDL from time to time with respect to my admission.
- I have to immediately inform SCDL if there is any change in communication details.
- I have read the refund policy of the institute, mentioned in the prospectus & I will not claim/apply for any refund of fees paid, for the enrolled program at SCDL after 45 Days from admission date.
- The information provided by me in this application form and documents submitted in this respect for seeking admission to the applied program at SCDL is true and correct to the best of my knowledge. I am fully aware that in case, any information provided by me is found false or erroneous, it will result in immediate cancellation of my registration / admission and no refund of fees shall be applicable.
- I absolve Symbiosis Centre for Distance Learning (SCDL) from any responsibility arising out of false information / errors / mistakes / delay in adhering to prescribed time-lines on my part.

Date: _____ Place: _____

(Signature of Applicant)

(Note: Application form without signature & having any other deficiencies will not be processed)