

University of Mumbai



DEPARTMENT OF FRENCH
University of Mumbai
MUMBAI - 400098

**INSTRUCTIONS FOR ADMISSION TO PART TIME
COURSES OF THE DEPARTMENT OF FRENCH 2019-2020**

Admissions open after declaration of SSC Results

INSTRUCTIONS

**Please read carefully before filling the online application
form (Link given below)**

All part time regular courses are of a duration of 1 academic year. There will be an examination at the end of the academic year.

Basic Eligibility

10th Std passed

COURSE WISE ELIGIBILITY AND FEES

- 1. Certificate course in French (weekday & weekend)- 10th Std passed**
Fees: INR 3000/- (not inclusive of study material/text and exam fees)
- 2. Diploma in French –** Those who have successfully passed the Certificate course in French of the University of Mumbai may directly register. Those having the requisite level but without our Certificate course, shall write the entrance exam
Fees: INR 5000/- (not inclusive of study material/text and exam fees)

3. **Advanced Diploma in French** - Those who have successfully passed the Diploma course in French of the University of Mumbai may directly register. Those having the requisite level but without our Diploma course, shall write the entrance exam.
Fees: INR 8000/- (not inclusive of study material/text and exam fees)
4. **Diploma in Translation** – Only on entrance examination
Fees: INR 10,000/- (not inclusive of study material/text and exam fees)

Documents required

1. Online Application form duly filled, submitted online and printed. Fill the online link given below.
2. Class X certificate, whether SSC or any other board) (self-attested)
3. Copy of latest educational degree (self-attested)
4. Copy of Certificate/Diploma course marksheet if applicable (self-attested)
5. Two passport-sized photographs.
6. Fees in cash

Procedure

For those who can enrol directly (without entrance exam)

1. **Fill the Online Application form. First print it and then click on Submit button.**
Click this link to access online application form
[Online Application Form- French Part time Courses](#)
2. Bring all above mentioned documents and 2 photos to the Department of French
3. Department of French will verify the documents.
4. Candidates will receive 4 challans from the department. They will go to Allahabad Bank (opp Kalina Campus) to pay the fee amount in cash.
5. The Bank will retain 2 challans and return 2 challans back to the candidates, which they will bring back and submit to the Department Office.
6. The Department will retain 1 challan and the candidates will retain 1 challan as proof of completion of admission.
7. Department will issue an I-card.

For those who require entrance examination, please write to the Department of French & register your name for the entrance test. Write to deptoffrench.mu@rediffmail.com

General Instructions:

1. Course will begin depending on number of admissions and availability of teachers. Enrolling for course does not automatically entail start of course.
 2. Candidates must complete all the steps of the application process in order to gain admission to the course.
 3. The Department will consider requests for a refund only within one week of commencement of classes on the condition that the candidate has not attended any class as per University norms.
 4. Exam dates once announced will be final and cannot change according to requests of students. The Department is not responsible for clash of exam dates with other part-time courses of the university.
 5. No hostel accommodation will be provided for any part time course.
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Department of French, University of Mumbai

Ranade Bhavan, Ground Floor, B Wing, Vidyanagari, Santacruz East, Mumbai - 400098

Form submission between 11am- 2pm ; Lunch time 1.00-1.30pm

Office closed on 2nd & 4th Saturdays & all public holidays

Email : deptoffrench.mu@rediffmail.com