University of Mumbai

CIRCULAR:-

With reference to the **Second Year** and **Third Year** Admission Process for AY **2019-20**, University has decided to process the admissions of **Second Year** and **Third Year** on DU Portal on the basis of Result Status. Therefore, all the colleges are requested to complete the result data entry of First Year and Second Year Students on or before **15th July, 2019** and complete Admission related data entry of Second Year and Third Year on or before **26th July, 2019** on DU Portal.

Result Entry of First Year

a. Complete the Result Entry of Semester-I and II for the students who took admission to First Year in AY 2018-19.

Result Entry of Second Year

a. Complete the Result Entry of Semester-III and IV for the students who took admission to Second Year in AY 2018-19.

Process of Result Entry on Digital University Portal through College logins

College Login → Examination → Post Examination → Results → Course Wise Result Entry → Select Course Details & March 2019 FY/SY Exam Event.

Admission related Data Entry of Second Year and Third Year

Follow the below mentioned process for Admission related Data Entry of Second Year and Third Year on DU Portal and transfer the admission related fees through NEFT/RTGS mode using invoicing functionality of DU Portal.

- After completion of Result Status entry of First Year (Sem I & Sem II) and Second Year (Sem III & Sem IV), go to the Admissions.
- Click on 'Registered Student Admission'.
  College Login → Admissions → Registered Student Admission
- Enter PRN of the Student and Click on 'Search' button.
- Select **'Admission to Second Year (with credits)-Semester-III'** or **'Admission to Third Year (with credits)-Semester-V'** option to process students Second Year or Third Year admission process.
- Complete the admission process by selecting Courses (Papers) of both Semesters (III and IV or V and VI) with appropriate Fee details.
- **Complete the Submit for Registration process. Click on Registration→Submit for Registration→Select program→ Click on Submit Button.**
- Students from other University/IDOL can take direct admission to Second Year by using New Registration link.

University of Mumbai
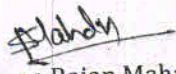
Eligibility & Migration Certificates Unit

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Transfer Student Admissions Process:

- If any student wants to get transfer from your college then follow the below mention process.
  - Complete the Result entry of respective student on DU Portal. (Process mention above)
  - Go to Admission Menu→Click on Transfer Student→Click on Mark Student As Transfer→Enter Student PRN→Click on Mark Transfer button.
  - Click on Print Transfer Certificate button→Enter Student PRN→Print and authenticate the Certificate and provide it to students.

- If any student from other college want to take admission in your college to Second Year or Third Year, then follow below mention process.
  - Collect online Transfer Certificate from Student
  - Ensure that, student old college has completed the result entry of transferred student on DU Portal.
  - Go to Admission menu→Click on Transfer Student Admission link→Enter Student PRN and TC Code which is printed on online TC Certificated generated by student old college through DU Portal→Click on Verify PRN & TC Code and complete the admission.

All colleges are requested to complete this process within the dates mention above.

Smt. Suvarna Rajan Mahadik
Offg. Deputy Registrar
Enrollment Eligibility & Migration
Certificate Unit

Mumbai-400 098
14th June, 2019

To,
        The Principals of the all affiliated colleges in Arts, Science, Commerce and Technology and Co-ordinator University sub centers for information and necessary action.

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