



SYMBIOSIS CENTRE FOR DISTANCE LEARNING
Symbiosis Bhavan, 1065-B Gokhale Cross Road,
Model Colony, Pune: 411016, Maharashtra
 Tel:020-25211111 Website: www.scdl.net

Section A. Student Details **SERVICE REQUEST FORM** Student Query related to (✓)

(To Be Filled In BLOCK LETTERS Only)

Registration No: _____ Full Name: _____
 Contact No.: _____ E-mail id: _____
 Present Address : _____

- Section B
 Section C
 Section D

If Address / Email id / Contact # has changed pl ✓ here and fill Section C. pt. # 1.

Note: *Symbolizes Administrative Charges applicable. Student has to pay the Charges through DD in favour "The Director SCDL", at Pune Refer the revised charges applicable put up on website.

Section B. Enrollment (Please Tick a the appropriate box & attach attested documents & DD respectively, if applicable)

- 1) Request Duplicate ID* Photo (For Duplicate ID Card)
 2) Request to confirm Adm'n status Grad./Prov.Cert Diploma Cert. Work Exp. or DOB Cert. Photograph Name Change (Marriage Cert./Affidit.)

Section C. Profile / Demographic (Please Tick ✓ the appropriate box & attach attested documents & DD respectively, if applicable)

- 1) Address/Email id/Contact # Change _____
 2) Profile Change DOB (SSC Marklist) Name Change (Marriage Cert./Affidavit)
 3) Splz Change *(New): _____ SEM III Electives: _____ SEM IV Electives: _____
 (Refer your prospectus for electives)
 4) Program Change* New: _____ Opt-1 Splz for PGDBA:(MRK,FIN,HR,CRM,OPR,MA),E-PGDBM(FIN,MARK),PGCBA(FIN,MARK,HR),CPGDBA
 Splz (New): _____ SEM III Electives: _____ SEM IV Electives: _____ ID Card & SLM Returned
 5) Dual Specialization* Applied for: _____ Opt any 1 Splz - PGDBA(MRK,FIN,HR,CRM,OPR,MA), PGCBA(FIN,MARK,HR),CPGDBA
 SEM III Electives: _____ SEM IV Electives: _____ (Refer your prospectus for electives)
 6) SLM Dispatches* a) Kit Purchase / Returned & Redispatch Semester: 1/2/3/4/5/6 (Mention semester number in check box)
 b) Loose Book/s-purchase
 Mention subject name for above point b): _____
 7) DD Transfer from Suspense a/c: DD Copy Bank Issue letter Bank Encashment Letter
 (Only if DD is paid but not traceable)
 8) Program Fee Receipt Hard Copy / Dup. Fee Receipt Fee Structure (Only for Educational Loan Purpose)
 9) Online Assignment* Additional Paid Attempt Subj. Name/s: _____
 Note: Apply only if failed in all previous attempts provided by SCDL.
 10) Project/CaseStudy/ResourceFile* 1st Submission Re-Submission
 11) IT Project Submission* 1st Submission Re-Submission
 Revaluation (Project reports/ submission/case studies)
 12) Category Change* a) International b) SAARC
 Mandatory attested photocopy of the documents for category change Address proof Visa copy Passport copy
 13) Outstanding Fee/s Clearance* Program Fee Exam/Assignment Project/CaseStudy/ResourceFile

Section D. Evaluation (Please Tick ✓ the appropriate box & attach the Demand Draft & documents as applicable.)

- 1) Academic Status* Duplicate Marksheet Dupl. Diploma Cert. Transcripts
 (Attach FIR copy/Affidavit) (Attach FIR copy/Affidavit) (Attach Dip.cert.& Marksheet copy)
 2) Re-registration as validity expired*
 3) Educational Verification* Student Verification
 4) Revaluation (Subjective exams only)*: Subj. Name/s: _____ Exam Date _____ Marks Scored _____
 (Note application should reach SCDL, within 8 days of result declaration in student login)
 5) Grace Marks Examination Projects / Case Studies Submissions
 (For 2 & 1 Year PGD Programs only) _____
 (Note: Mention subject name & marks required (<=10). No Grace Marks will be awarded for Assignments.)
 (Note: Overall Maximum 10 grace marks can be granted in only three subjects in exam Or 5 grace marks in project/casestudy/submission,subject to all subjects assignments, exams, projects,case studies, practicals etc., if any, are cleared by the student.)

Section E. Payment Details (Mention your registration # behind the demand draft. Attach the original Demand draft with this form if applicable and fill the following details.)

Demand Draft Details: DD No.: _____ DD Date: _____ Amount: _____ Bank: _____

Reason For Request / Payment : _____

Declaration: I here by confirm that the above details provided by me are correct to the best of my knowlegde and I am aware that the above payment is non-refundable and non-transferable and agree the same.

Date of application: _____ Student Signature: _____ SC-FR-03-REV 09