



# SYMBIOSIS CENTRE FOR DISTANCE LEARNING

Symbiosis Bhavan, 1065-B Gokhale Cross Road,  
Model Colony, Pune: 411016, Maharashtra

Tel:020-66211000-20 Fax: 020-66211040 / 41 | 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: \_\_\_\_\_

Section B

Section C

Section D

Contact No.: \_\_\_\_\_ E-mail id: \_\_\_\_\_

Present Address : \_\_\_\_\_

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 or by cash at the SCDL office 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 (MarriageCert./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 PGDIM:GI,LI Or PGDBA:MRK,FIN,HR,CRM,OPR,MA)  ID Card & SLM Returned  
Splz (New): \_\_\_\_\_ SEM III Electives: \_\_\_\_\_ SEM IV Electives: \_\_\_\_\_
- 5) Dual Specialization\* Applied for: \_\_\_\_\_ (Opt any 1 Splz ) (PGDIM:GI,LI) (PGDBA:MRK,FIN,HR,CRM,OPR,MA)  
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 Suspende a/c:  DD Copy  Bank Issue letter  Bank Encashment Letter  
(Only if DD is paid but not traceable)
- 8) Program Fee Receipt  Dup. Fee Receipt\*  Fee Structure (Only for Educational Loan Purpose)
- 9) Online Assignment\*  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 & DD with SRF:  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

(Cash payment is accepted only at SCDL cash counter, Pune. And 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 hereby confirm that the above details provided by me are correct to the best of my knowledge 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 08