

DIPLOMA ADMISSION PROCEDURE - FOR ACADEMIC YEAR -2017-18.

A - DIPLOMA APPLICATION FORM & DOCUMENTS -

1 – DEPOSIT RS. 300/- IN ACCOUNTS DEPT. FOR APPLICATION FEE.

2 – SHOW THE RECEIPT OF APPLICATION FORM IN COMPUTER LAB ON FIRST FLOOR. AND FILL DIPLOMA APPLICATION FORM

3 - TAKE PRINT FOR THE SAME.

3 – DOCUMENTS REQUIRED – ALL DOCUMENTS IN 2 XEROX COPIES WITH SELF ATTESTATION:

- 12TH MARK SHEET
- 12TH PASSING CERTIFICATE
- MARK SHEET OF GRADUATION OF ALL YEARS.
- PASSING CERTIFICATE / DEGREE CERTIFICATE OF GRADUATION (ANY 1 DOCUMENT)
- AADHAR CARD AS ID PROOF.
- 3 COLOUR PHOTOGRAPHS.
- STUDENTS PURSUING LAW DEGREE HAVE TO SUBMIT BONA FIDE CERTIFICATE FOR ACADEMIC YEAR 2017-18 FROM YOUR RESEPECTIVE COLLEGE.
- FOR LAW STUDENTS MARK SHEETS OF COMPLETED LAW YEARS / SEMESTERS.

B - FEE FOR DIPLOMA -

The fees for any of the diploma programme will be:

1) For Outside Students.-

25,000/- (Including Refundable Deposit Rs. 5,000/-)
(Fees include semester examination fees.)

Installments For All Diploma programs - (FOR OUSIDE STUDENTS)	For 1 Year (Amount in Rs.)	
	1st Installment (AT THE TIME OF ADMISSION)	2nd Installment (TILL 30TH NOV,2017)
Academic Fees (Per Annam)	10,000/-	10,000/-
Institute Deposit (Refundable)	5,000/-	----
Installments	15,000/-	10,000/-

2) For Symbiosis Law School Pune Students -

Rs. 20,000/- (Including Refundable Deposit Rs. 5,000/-)
(Fees include semester examination fees.)

Installments For All Diploma programs - (FOR SYMBIOSIS LAW SCHOOL STUDENTS)	For 1 Year (Amount in Rs.)	
	1st Installment (AT THE TIME OF ADMISSION)	2nd Installment (TILL 30TH NOV,2017)
Academic Fees (Per Annam)	7,500 /-	7,500 /-
Institute Deposit (Refundable)	5,000/-	----
Installments	12,500/-	7,500 /-

C - MODE OF PAYMENT -

Bank Details for Fees Payment

Beneficiary Name: SS-SIU [SLS] RECEIPT A/C
Name of the Bank: Bank of India
Account No.: 050310210000019
IFSC Code for RTGS/NEFT: BKID0000503
Swift Code : BKIDINBBPMB
Account Type : Saving Account .
Complete Bank Address with Pin Code: 65/1/B Erandvana ,
Karve Road, Pune 411004

OR

❖ DD in favor of: "Director Symbiosis Law School, Pune" (For Indian Student)

- NOTE -

1 - NO CASH DEPOSIT IN GIVEN BANK A/C WILL BE ACCEPTED FOR PAYMENT OF FEE.

2 - Please send payment details e-mail as follows -

**SUBJECT - DIPLOMA PAYMENT - 2017-18
STUDENT'S NAME -
ACCOUNT HOLDER'S NAME -
PAYMENT DETAILS -**

TO - seema.deshpande@symlaw.ac.in

CC - archana.naik@symlaw.ac.in

3 - you will get acknowledgement e-mail from account dept. , please take a print of it.

4 - SUBMIT DD IN ACCOUNT DEPT. AND ATTACH XEROX OF DD WITH DOCUMENTS.

D - SUBMISSION OF DOCUMENTS -

AFTER MAKING PAYMENT, SUBMIT ALL DOCUMENTS SELF ATTASTED WITH DIPLOMA COORDINATOR - Mrs. Archana Naik:

- ✓ Admission Form with photo,
- ✓ all educational documents ,
- ✓ acknowledgment of payment/ Xerox of DD,
- ✓ I-card form.