

**AIMS ADMISSION CENTER****SUBJECT: STUDENT EXIT FORMALITIES**

The below mentioned procedure is to assist our Students with the process to be followed for relieving from the Institution. Post Completion of Final Year Exam, students can retrieve their documents/Certificate.

Step 1: Student has to collect the STUDENT EXIT FORM from the AIMS reception center or download the form from www.theaims.ac.in.

Step 2: Student to fill the Form & accomplish signature from the authorized person (**as mention in the Student Exit Form**)

Produce the Original copy of Student Exit Form to AIMS Admissions Center (*retain the Xerox copies for your reference*)

For Contacts refer below:

DOCUMENTS/CERTIFICATES	CONTACTS	DATE OF ISSUE	ENCLOSURES TO BE FURNISHED BY THE STUDENT
Original Marks Card (Submitted at the time of admission)	Admission Center Ph # :080-28390434/33(Extn 265) Email Id: admission@theaims.ac.in	PU:MAY UG: July PG:Completion of final year Exam	Student Exit Form, testimonials received acknowledgment & Student ID Card.
Original Marks Card (pursued at AIMS)	University Liaison Department Ph # :080-28390433 (Extn 229) Email Id:admission@theaims.ac.in	3 Months later to the completion of course	Xerox copy of Student Exit Form (with No dues clearance).
Course Completion Certificate (Issued for all the UG & PG students for the purpose of job prospect)	Examination Department Ph # :080-28390433(Extn 230) Email Id: ulo@theaims.ac.in	On student Request Only	Xerox copy of Student Exit Form (with No dues clearance).
Provisional Degree Certificate (Issued for all the UG & PG students for the purpose of higher education)	University Liaison Department Ph #:080-28390433(Extn 229) Email Id: ulo@theaims.ac.in	On student Request Only	Filled in Bangalore University Application form & attach copies of all the Semester Marks cards (Should have passed in all the subjects).
Transfer Certificate (Issued for all the students for the purpose of higher education)	University Liaison Department Ph # :080-28390433(Extn 229) Email Id: ulo@theaims.ac.in	On student Request Only	Student has to get TC Requisition Letter from the concerned Institution.
Migration Certificate (Issued for all the students for the purpose of higher education)	University Liaison Department Ph # :080-28390433(Extn 229) Email Id: ulo@theaims.ac.in	On student Request Only	Filled in Bangalore University Application form, attach copies of all the Semester Marks cards (Should have passed in all the subjects), No due certificate from the Institute last attended to be enclosed.
CONVOCATION (Issued for all the UG & PG students)	University Liaison Department Ph # :080-28390433(Extn 229) Email Id: ulo@theaims.ac.in	Post 1 Year of course completion (as per Bangalore University notification)	Once Notification is given from Bangalore University, Student has to fill Convocation Application Form, to affix two Passport size photo duly attested by the Principal of the college on one photo. Copies of all the Semester Marks cards to be attached.

NOTE: Visit www.attristech.com/bu/ for Bangalore University Notification.