



**Savitribai Phule Pune University  
(Formerly University of Pune)  
Department of Foreign Languages**

Department of Foreign Languages offers Part - Time Courses in 5 languages

***FRENCH, GERMAN, JAPANESE, RUSSIAN AND SPANISH  
at 4 levels and at 5 centres.***

Levels :

1. Certificate / Intensive Certificate
2. Diploma
3. Advanced Diploma
4. Special Diploma

Centres:

1. Department of Foreign Languages, Ranade Institute Building, Gopal Krishna Gokhale Path, Deccan Gymkhana, Pune 411 004.
2. Sevasadan High School, Erandawne, near Deenanath Hospital, Pune 411004.
3. Nowrosjee Wadia College, Pune 411 001.
4. Sevasadan High School, Kumathekar Road, Pune 30.
5. Department of Journalism and Communication, Ranade Institute Building, Gopal Krishna Gokhale Path, Deccan Gymkhana, Pune 411 004.

**N.B. ALL COURSES are NOT offered at ALL CENTRES. Please check SPECIFIC LANGUAGE TABLES for the Courses and Centres for the year 2016-2017.**

**1. One year Courses**

Duration : from 1<sup>st</sup> August 2016 to 31<sup>st</sup> March 2017; 3 days a week, 2 hours per day. Exams will take place in April 2017.

**2. One Semester Intensive Courses**

Duration : 4½ Months from 1st August to 10<sup>th</sup> December 2016; 5 days a week, 2 hours per day. Exams will take place in December 2016.

**Eligibility**

- For Beginners' (Certificate / Intensive Certificate) Level : SSC or equivalent
- For Diploma Courses : Certificate / Intensive Certificate Course in the same language or equivalent \*
- For Advanced Diploma Courses : Diploma Course / Intensive Diploma in the same language or equivalent\*
- For Special Diploma Courses : Advanced Diploma / BA in the same language or equivalent \*

**\* CHECK SPECIFIC LANGUAGE TABLE FOR EQUIVALENT QUALIFICATION.**

**Schedule for Admissions**

	From	To	Timings
Forms available on the Website	6/6/2016	2/7/2016	
Submission of Application Forms along with the challan for Application Fees and relevant enclosures	1, 2, 4 & 5 July 2016		10am to 5 pm
Display of First Merit List	9/7/2016 by 6 pm		
Submission of challans for Tuition Fees for the First Merit List	11, 12 & 13 July 2016		10am to 5 pm

<b>Display of Second Merit List</b>	<b>16/7/2016</b>		
<b>Submission of DD for Tuition Fees for the 2nd Merit List</b>	<b>18/7/2016</b>	<b>19/7/2016</b>	<b>10am to 1 pm</b>
<b>Third Merit List</b>	<b>21/7/2016 by 6 pm</b>		
<b>Submission of challans for Tuition Fees for the 3rd Merit List</b>	<b>22/7/2016</b>		<b>10am to 1 pm</b>

**Fee Structure** FOR COURSES IN ALL LANGUAGES

1. Application fees for all applicants: Rs 300/-
2. Tuition Fees as below –

Name of course	Duration	Tuition fees (in Rs.) For students			
		From Maharashtra	Domiciles of other Indian states	From SAARC Countries	From Foreign countries
CERTIFICATE	1 Year	3610/-	6860/-	10,110/-	16, 610/-
INTENSIVE CERTIFICATE	4 & ½ months	4,260/-	8,160/-	12,060/-	19,860/-
DIPLOMA	1 Year	4,260/-	8,160/-	12,060/-	19,860/-
ADVANCED DIPLOMA	1 Year	5,560/-	10,760/-	15,960/-	26,360/-
SPECIAL DIPLOMA	1 Year	6,210/-	12,060/-	17,910/-	29,610/-

**Language wise Eligibility and Batches**

**N.B. : AFTER considering the social reservations -**

- (i) 10 seats per Certificate and Intensive Certificate Course are reserved for old SSC (11<sup>th</sup> Std.).
- (ii) All other Courses in all the languages have 70% seats for Basic Qualification and 30% for Equivalent qualification. Deviation if any is mentioned under respective languages.
- (iii) Please enter the MARKS in figures. Grades alone are not sufficient to prepare the merit list.

**JAPANESE LANGUAGE ELIGIBILITY**

<b>Certificate Course in Japanese</b>	<b>Basic Qualification :</b> SSC/ CBSC/ ICSE with 10th standard <b>Equivalent Qualification :</b> SSC Old (before 1975) with 11 <sup>th</sup> standard
<b>Diploma in Japanese</b>	<b>Basic qualification :</b> Certificate course in Japanese from SPPU (University of Pune) <b>Equivalent Qualification :</b> 80% (320 marks) in JLPT Level 4 (Yonkyu) <u>OR</u> JLPT Level 3 (Sankyu) with at least 250 marks (10 seats for JLPT Certificate holders) <u>OR</u> 80% in JLPT level N5 <u>OR</u> 60% in JLPT level N4
<b>Advanced Diploma in</b>	<b>Basic Qualification :</b> Diploma in Japanese from SPPU (University of

<b>Japanese</b>	Pune) <b>Equivalent Qualification :</b> 80% (320 marks) in JLPT Level 3 (Sankyu) <u>OR</u> JLPT Level 2 (Nikyu) with at least 250 marks (5 seats for JLPT Certificate holders) <u>OR</u> 80% in JLPT level N4 <u>OR</u> 60% in JLPT level N3
<b>Special Diploma in Japanese Translation and Civilization</b>	<b>Basic Qualification :</b> Advanced Diploma in Japanese from SPPU (University of Pune) (70% seats) <b>Equivalent Qualification :</b> 80% in Nikyu (JLPT) <u>OR</u> 80% in JLPT level N2

<b>JAPANESE LANGUAGE BATCHES 2016-17</b>					
<b>Batch</b>	<b>Days</b>	<b>Session</b>	<b>Timings</b>	<b>Centre</b>	<b>Capacity</b>
<b>Certificate Course in Japanese (Total : 340 seats)</b>					
J C 1	M - W - F	Evening	6:30 pm - 8:30 pm	FL Dept. Pune 4	50
J C 2	M - W - F	Morning	10:00 am – 12:00am	FL Dept. Pune 4	50
J C 3	M - W - F	Afternoon	4:00 pm – 6:00 pm	FL Dept. Pune 4	50
J C 4	M - W - F	Evening	6:30 pm - 8:30 pm	Sevasadan High School, Erandawne, Pune 4	45
J C 5	T - Th - S	Evening	6:30 pm - 8:30 pm	FL Dept. Pune 4	50
J C 6	Sat-Sun	Afternoon	1:00 pm - 4:00 pm	FL Dept. Pune 4	50
J C 7	T - Th - S	Evening	6:30 pm - 8:30 pm	Sevasadan High School, Erandawne, Pune 4	45
<b>Diploma Course in Japanese (Total : 95 seats)</b>					
J D 1	Sat-Sun	Morning	10 am – 1 pm	FL Dept. Pune 4	50
J D 2	M - W - F	Evening	6:30 pm – 8:30 pm	Sevasadan High School, Erandawne, Pune 4	45
<b>Advanced Diploma in Japanese (Total : 55 seats)</b>					
J A 1	M - W - F	Morning	07:30 am – 9:30 am	FL Dept. Pune 4	55
<b>Special Diploma in Japanese Civilization and Translation (Total : 25 seats)</b>					
J S 1	T - Th - S	Morning	7:30 am – 9:30 am	FL Dept. Pune 4	25

## FRENCH LANGUAGE ELIGIBILITY

<b>Certificate Course in French</b>	<p><b>Basic Qualification :</b> SSC/ CBSC/ ICSE with 10<sup>th</sup> standard</p> <p><b>Equivalent Qualification :</b> SSC Old (before 1975) with 11<sup>th</sup> std</p>
<b>Intensive Certificate Course in French</b>	<p><b>Basic Qualification :</b> SSC/ CBSC/ ICSE with 10<sup>th</sup> standard</p> <p><b>Equivalent Qualification :</b> SSC Old (before 1975) with 11<sup>th</sup> std</p>
<b>Diploma in French</b> :	<p><b>Basic Qualification :</b></p> <ol style="list-style-type: none"> <li>1. Certificate course in French from SPPU (University of Pune)</li> <li>2. Intensive Certificate course in French from SPPU (University of Pune)</li> </ol>
	<p><b>Equivalent Qualification :</b> 3. HSC (Std.10+2) with minimum 70% marks in French subject at std.12, provided candidate has given at least 100 marks paper at 12th std.</p> <ol style="list-style-type: none"> <li>4. FYBA passed in all subjects with min. 70% in the subject of adv. level French.</li> <li>5. FY B Com passed in all subjects with min. 70% marks in French.</li> <li>6. Any other Course in French of at least 180 hrs. with minimum 80% marks.</li> </ol>
<b>Advanced Diploma in French</b>	<p><b>Basic Qualification</b> 1. Diploma in French of SPPU (University of Pune)</p> <p><b>Equivalent Qualification</b> 2. SYBA general with at least 75% marks in the subject of French / French Special with at least 60% marks</p> <ol style="list-style-type: none"> <li>3. Course in French of at least 360 hours with min. 70% marks.</li> </ol>
<b>Special Diploma in Commercial French</b>	<p><b>Basic Qualification :</b></p> <ol style="list-style-type: none"> <li>1. Advanced Diploma in French of SPPU (University of Pune)</li> </ol>
	<p><b>Equivalent Qualification :</b></p> <ol style="list-style-type: none"> <li>2. BA passed with French as general subject with min. 70% marks / French as special subject with min. 60% in French.</li> <li>3. Course in French of at least 500 hours with min. 70% marks.</li> </ol>
<b>Special Diploma in Teaching French</b>	<p><b>Basic Qualification :</b></p> <ol style="list-style-type: none"> <li>1. Advanced Diploma in French of University of Pune</li> </ol>
	<p><b>Equivalent Qualification :</b></p> <ol style="list-style-type: none"> <li>2. BA passed with French as general subject with min. 70% marks / French as special subject with min. 60% in French.</li> <li>3. Course in French of at least 500 hours with min. 70% marks.</li> </ol>

<b>FRENCH LANGUAGE BATCHES 2016-17</b>					
<b>Batch</b>	<b>Days</b>	<b>Session</b>	<b>Timings</b>	<b>Centre</b>	<b>Capacity</b>
<b>Certificate Course in French (Total : 280 seats)</b>					
F C 1	Tue –Thu –Sat	Morning	8:30 ~ 10:30 am	FL Dept. Pune 4	50
F C 2	Mon –Wed –Fri	Afternoon	4.00 ~ 6.00 pm	FL Dept. Pune 4	50
F C 3	Mon –Wed – Fri	Evening	6:30 ~ 8:30 pm	Sevasadan High School, Erandawne, Pune 4	45
F C 4	Tue –Thu –Sat	Evening	6:30 ~ 8:30 pm	Sevasadan High School, Erandawne, Pune 4	45
F C 5	Mon –Wed – Fri	Evening	6:30 ~ 8:30 pm	Wadia College	50
F C 6	Mon –Wed – Fri	Morning	8:30 ~ 10:30 am	Sevasadan High School, <b>Kumathekar Road, Pune 30</b>	40
<b>Intensive Certificate Course in French (50 Seats)</b>					
F I C 1	Mon to Fri	Evening	6:30 ~ 8:30 pm	Sevasadan High School, Erandawne, Pune 4	50
<b>Diploma Course in French (Total : 100 seats)</b>					
F D 1	Mon –Wed – Fri	Morning	8:30 ~ 10:30 am	FL Dept. Pune 4	50
F D 2	Mon –Wed – Fri	Evening	6:30 ~ 8:30 pm	FL Dept. Pune 4	50
<b>Advanced Diploma in French (Total : 40 seats)</b>					
F A 1	Mon – Wed – Fri	Evening	6:30 ~ 8:30 pm	Journalism Dept., Pune 4	40
<b>Special Diploma in Commercial French (Total : 20 seats)</b>					
F S C	Tue –Thu –Sat	Evening	6:30 ~ 8:30 pm	FL Dept. Pune 4	20

## GERMAN LANGUAGE ELIGIBILITY

<b>Certificate</b>	<p><b>Basic Qualification :</b> SSC/ CBSC/ ICSE with 10<sup>th</sup> standard</p> <p><b>Equivalent Qualification :</b> SSC Old (before 1975) with 11<sup>th</sup> standard</p>
<b>Intensive Certificate</b>	<p><b>Basic Qualification :</b> SSC/ CBSC/ ICSE with 10<sup>th</sup> standard</p> <p><b>Equivalent Qualification :</b> SSC Old (before 1975) with 11<sup>th</sup> standard</p>
<b>Diploma</b>	<p><b>Basic Qualification :</b> (70% seats) Certificate / Int. Certificate course in German from SPPU (University of Pune)</p> <p><b>Equivalent Qualification :</b> (30% seats)</p> <ol style="list-style-type: none"> <li>1. HSC (Std.10+2) with minimum 70% marks in German subject of 100 marks paper</li> <li>2. F.Y.B.A. / B. Com. with 70% marks in German Subject at beginner's OR advanced level</li> <li>3. 180 hrs. course in German with minimum 80% marks.</li> <li>4. A2 of GI/ MMB with 80% marks (grade 'Gut')</li> </ol>
<b>Advanced Diploma</b>	<p><b>Basic Qualification :</b> (70% seats) Diploma/ Int. Diploma in German of SPPU (University of Pune)</p> <p><b>Equivalent Qualification :</b> (30% seats)</p> <ol style="list-style-type: none"> <li>1. S.Y.B.A. with at least 60% marks in German general or Special</li> <li>2. 360 hrs course in German with min. 80% marks.</li> <li>3. B2 of GI/MMB with 80% marks (grade 'Gut')</li> </ol>
<b>Special Diploma</b>	<p><b>Basic Qualification :</b> (70% seats) Adv. Diploma in German of SPPU (University of Pune)</p> <p><b>Equivalent Qualification :</b> (30% seats)</p> <ol style="list-style-type: none"> <li>1. B.A. with at least 60% marks in German at general or Special level</li> <li>2. 540 hrs course in German with min. 80% marks.</li> <li>3. C1 of GI/MMB with 80% marks (grade 'Gut')</li> </ol>

<b>GERMAN LANGUAGE BATCHES 2016-17</b>					
<b>Batch</b>	<b>Days</b>	<b>Session</b>	<b>Timings</b>	<b>Centre</b>	<b>Capacity</b>
<b>Certificate Course in German (Total : 325 seats)</b>					
G C 1	Mon –Wed – Fri	Morning	8.30am – 10.30am	FL Dept. Pune 4	50
G C 2	Mon –Wed – Fri	Afternoon	4.00pm – 6.00pm	FL Dept. Pune 4	50
G C 3	Mon –Wed – Fri	Evening	6.30pm – 8.30pm	Sevasadan High School, Erandawne, Pune 4	45
G C 4	Mon –Wed – Fri	Evening	6.30pm – 8.30pm	Sevasadan High School, Erandawne, Pune 4	45
G C 5	Mon –Wed – Fri	Evening	6.30pm – 8.30pm	Sevasadan High School, Erandawne, Pune 4	45
G C 6	Tue –Thu –Sat	Evening	6.30pm – 8.30pm	Sevasadan High School, Erandawne, Pune 4	45
G C 7	Tue –Thu –Sat	Evening	6.30pm – 8.30pm	Sevasadan High School, Erandawne, Pune 4	45
<b>Intensive Certificate Course in German (Total : 100 seats)</b>					
G I C 1	Mon to Fri	Morning	8.30am – 10.30am	FL Dept. Pune 4	50
G I C 2	Mon to Fri	Evening	6.30pm – 8.30pm	Sevasadan High School, Erandawne, Pune 4	50
<b>Diploma Course in German (Total : 145 seats)</b>					
G D 1	Mon –Wed – Fri	Morning	8.30 am – 10.30 am	Sevasadan High School, <b>Kumathekar Road, Pune</b>	50
G D 2	Tue –Thu –Sat	Afternoon	4.00pm – 6.00pm	FL Dept. Pune 4	50
G D 3	Tue –Thu –Sat	Evening	6.30pm – 8.30pm	Sevasadan High School, Erandawne, Pune 4	45
<b>Advanced Diploma in German (Total : 50 seats)</b>					
G A 1	Mon –Wed – Fri	Evening	6.30 pm – 8.30 pm	FL Dept. Pune 4	50
<b>Special Diploma in Commercial German (Total : 30 seats)</b>					
G S C	Wed-Thu- Fri	Evening	6.30 pm – 8.30 pm	FL Dept. Pune 4	30
<b>Special Diploma in German Translation (Total : 30 seats)</b>					
G S T	Mon – Tue	Evening	6.30 pm – 8.30 pm	FL Dept. Pune 4	30

## RUSSIAN LANGUAGE ELIGIBILITY

<b>Certificate in Russian</b>	<b>Basic Qualification :</b> SSC/ CBSC/ ICSE with 10 <sup>th</sup> standard <b>Equivalent Qualification :</b> SSC Old (before 1975) with 11 <sup>th</sup> standard
<b>Diploma in Russian</b>	<b>Basic Qualification :</b> 1. Certificate course in Russian from SPPU (University of Pune) (70% seats) <b>Equivalent Qualification :</b> 2. HSC (Std.10+2) with minimum 70% marks in Russian subject at std.10+2, provided candidate has given at least 100 marks paper at 12 <sup>th</sup> std. 3. Course in Russian of at least 180 hrs.
<b>Advanced Diploma in Russian</b>	<b>Basic Qualification :</b> Diploma in Russian of SPPU (University of Pune) <b>Equivalent Qualification :</b> Course in Russian of at least 350 hours
<b>Special Diploma in Russian</b>	<b>Basic Qualification :</b> Advanced Diploma in Russian of SPPU (University of Pune) (If necessary entrance test.)

## RUSSIAN LANGUAGE BATCHES 2016-17

Batch	Days	Session	Timings	Centre	Capacity
<b>Certificate Course in Russian (Total : 50 seats)</b>					
R C 1	Tue –Thu –Sat	Evening	6:30 ~ 8:30 pm	FL Dept. Pune 4	20
R C 2	Mon – Wed – Fri	Morning	8.30 ~ 10.30	Sevasadan High School, <b>Kumathekar Road, Pune 30</b>	30
<b>Diploma Course in Russian (Total : 15 seats)</b>					
R D 1	Mon – Wed – Fri	Evening	6:30 ~ 8:30 pm	FL Dept. Pune 4	15
<b>Advanced Diploma in Russian (Total : 15 seats)</b>					
R A 1	Mon – Wed – Fri	Evening	6:30 ~ 8:30 pm	FL Dept. Pune 4	10
<b>Special Diploma Course in Russian (Total : 10 seats)</b>					
R S 1	Tue –Thu –Sat	Evening	6:30 ~ 8:30 pm	FL Dept. Pune 4	10

## SPANISH LANGUAGE ELIGIBILITY

<b>Certificate Course in Spanish</b>	<b>Basic Qualification :</b> SSC/ CBSC/ ICSE with 10 <sup>th</sup> standard <b>Equivalent Qualification :</b> SSC Old (before 1975) with 11 <sup>th</sup> standard
<b>Intensive Certificate</b>	<b>Basic Qualification :</b> SSC/ CBSC/ ICSE with 10 <sup>th</sup> standard <b>Equivalent Qualification :</b> SSC Old (before 1975) with 11 <sup>th</sup> standard



<b>in Spanish</b>	
<b>Diploma in Spanish</b>	<p><b>Basic Qualification :</b> Certificate course / Intensive Certificate course in Spanish from SPPU (University of Pune)</p> <p><b>Equivalent Qualification</b> DELE A2 level OR 180 hours course in Spanish from any other language institute with minimum 75% marks. There will be no entrance test for candidates having equivalent qualification.</p>
<b>Advanced Diploma in Spanish</b>	<p><b>Qualification :</b> Diploma in Spanish of SPPU (University of Pune)</p> <p><b>Equivalent Qualification</b> DELE B1 level OR 360 hours course in Spanish from any other language institute with minimum 80% marks. There will be no entrance test for candidates having equivalent qualification.</p>

<b>SPANISH LANGUAGE BATCHES 2016-17</b>					
<b>Batch</b>	<b>Days</b>	<b>Session</b>	<b>Timings</b>	<b>Centre</b>	<b>Capacity</b>
<b>Certificate Course in Spanish (Total : 145 seats)</b>					
S C 1	Tue – Thu - Sat	Morning	8:30 ~ 10:30 am	FL Dept. Pune 4	50
S C 2	Sat- Sun	Morning	8:30 ~ 11:30 am	FL Dept. Pune 4	50
S C 3	Mon –Wed – Fri	Evening	6:30 ~ 8:30 pm	Sevasadan High School, Erandawne, Pune 4	45
<b>Intensive Certificate Course in Spanish (Total seats 45)</b>					
S I C 1	Monday to Friday	Evening	6:30 ~ 8:30 pm.	Sevasadan High School, Erandawne, Pune 4	45
<b>Diploma Course in Spanish (Total : 70 seats)</b>					
S D 1	Mon –Wed – Fri	Morning	8:30 ~ 10:30 am	FL Dept. Pune 4	35
S D 2	Mon –Wed – Fri	Evening	6:30 ~ 8:30 pm	FL Dept. Pune 4	35
<b>Advanced Diploma in Spanish (Total : 35 seats)</b>					
S A 1	Tue –Thu –Sat	Evening	6:30 ~ 8:30 pm	FL Dept. Pune 4	35

## Instructions

**ALL THE ADMISSIONS WILL BE DONE ON THE BASIS OF MERIT.**

### Procedure of admission:

1. Log on to <http://campus.unipune.ac.in> This portal now also caters to the part time admissions of FL department. Click on the Link **Sign up** if you don't have an account.
2. If you have already sought admission for any PG course of SPPU, you have to log in with the same ID.
3. **Those who Sign up for the first time will get the Login ID and password you have created by email on the email ID you give while signing up for your reference. It is essential for the candidate to remember his/her Login ID and Password** for further transactions.
4. You can start filling up a form immediately; or you can do so later by going back to <http://campus.unipune.ac.in> and logging in. Fill up the form carefully and completely.
5. Upload a scanned photo onto the form as a part of the filling process. Bring the same photo with you while confirming admission. It will be used for your I-card.
6. **Only if the form is completed in every respect, you will see the Create Challan link. Click on the same and you will get a message that your form is ready for printing. Download the form by clicking on the print link. Take a print out of the **Application Form containing 3 pages: Application Form, Declaration Page & Challan Page. The challan will also contain your form number.****
7. **At times, some people make a mistake in filling up personal details including marks and then create another form. If you happen to be such a candidate, MAKE SURE THAT THE CHALLN YOU USE TO PAY, CORRESPONDS WITH THE FORM YOU WISH TO SUBMIT. Your form is liable to be rejected in case of mismatch.**
8. Beginners, you may apply for more than one language by creating a separate form and challan for each language course and by paying Rs. 300/- for each application. Even if your name appears in the merit lists of more than one language, finally you can take admission to **only one** language course. The application fee of Rs. 300/- paid for the other part time course / language(s) will NOT be refunded.

9. Sign the Application Form and the Undertaking.
10. Attach photocopies of all the required documents, duly attested to the form. Attestation will NOT be done at the Department of Foreign Languages, but if the applicant himself / herself is submitting the form, self attestation will be acceptable.
11. **Please bring the originals for verification.**
12. **Pay Rs. 300/- using the challan created online in any of the branches of HDFC Bank OR Bank of Maharashtra. One part of the challan will be kept by the bank. Two parts will be returned to you.**
13. Submit the form along with the attachments and University Copy of the challan by hand in the **Department of Foreign Languages, SPPU, Ranade Institute Building, Gopal Krishna Gokhale Path**, (the official name of FC road) **Deccan Gymkhana, Pune - 411 004. Bring the original documents for verification.** You will be given acknowledgement on the student copy of the challan.  
N.B. Diploma and above students too need to bring the SSC mark list only for checking the name. They will also bring the mark list of the qualifying examination in the language concerned.
14. All admissions to the Certificate and Intensive Certificate Courses will be made on the basis of merit of **total marks secured at S.S.C. or an equivalent examination** and as per reservation quota.
15. The merit lists for all the courses will be put up on the notice board of the **Department of Foreign Languages, SPPU, Pune 411004** as well as will be available on <http://campus.unipune.ac.in> as per the schedule.
16. **For confirming admission, the candidates are requested to -**
  - a. Check the merit list and batch number within the stipulated time.
  - b. Visit <http://campus.unipune.ac.in> Log in and open your Application Form within the stipulated time schedule. A challan will be created for paying the tuition fees. Take a print out of this page. Pay the tuition fees in any of the branches of HDFC Bank OR Bank of Maharashtra. One part of the challan will be kept by the bank. Two parts will be returned to you.
  - c. Submit the University Copy of the challan by hand in the Department of Foreign Languages, SPPU, Gopal Krishna Gokhale Path, Pune 411004. You will be given acknowledgement on the student copy of the challan.
  - d. Bring a copy of the scanned photo for your I-card.

**Please note the following:**

1. Beginners, you may apply for more than one language or by creating a separate form and challan for each language course and by paying Rs. 300/- for each application. Even if your name appears in the merit lists of more than one language, finally you can take admission to **only one** language course. The application fee of Rs. 300/- paid for the other course / language(s) will NOT be refunded.
2. Beginners, in case you apply for only one particular language course and if it happens to be oversubscribed, you may be offered with another language FOR THE SAME APPLICATION FEE provided Second Option of language was filled by you while filling up the form. This procedure will take place AFTER the third merit list. In that case, you will be communicated by email.
3. Acceptance of the admission form does not mean confirmation of admission to the course.
4. Incomplete applications (not generated in our system) or applications not accompanied by **relevant attested copies** of certificates will not be considered.
5. **Forms received late for any reason whatsoever or submitted at any other place will not be considered.**
6. Providing incorrect or false information or marks will lead to cancellation of admission and forfeiture of the fees paid.
7. It is your responsibility to go to <http://campus.unipune.ac.in>, check your name in the Merit list within the stipulated time schedule, log in again and create the Fees challan. Take a print out of this page. Pay the tuition fees in any of the branches of HDFC Bank OR Bank of Maharashtra. One part of the challan will be kept by the bank. Two parts will be returned to you. Submit one copy of fees challan to the Department WITHIN THE STIPULATED TIME FRAME.
8. **Failing to submit the Fee challan in the Department within the stipulated period will automatically cancel your priority to take admission. Your case could then be considered only after the last date of submission of last merit list if any seats are vacant.**
9. **You may or may not get the batch of your first preference. But the availability or otherwise will be clear in the merit list itself. No change of batch will be allowed.**