



Sl. No.....

# SIDHO-KANHO-BIRSHA UNIVERSITY

PURULIA

## APPLICATION FORM FOR OUTWARD MIGRATION CERTIFICATE

Form Price - Rs. 10/-

Rates of fee :

(a) On date - Rs. 150/-

(Submit Filled up Form before 1.30 p.m.,

Certificate issued after 3 p.m.)

(b) Urgent- Rs. 100/-

(after 3 working days)

(c) Ordinary - Rs. 75/-

(after ten working days)

Read the instructions carefully before  
filling up the form)

To

The Registrar

Sidho-Kanho-Birsha University

Purulia, West Bengal

Sir,

I am to request you to be so kind as to grani/issue a Migration Certificate in my favour for the cause stated hereunder.

Necessary particulars relating to my prayer are given in the following statement.

Yours faithfully,

SIGNATURE OF THE STUDENT

### STATEMENT OF PARTICULARS :

1. (A) Name of the student (in block letters) :  
(a) in English according to Registration Certificate :  
(B) Male/Female :
2. (a) Name of father :  
(b) Name of mother :  
(c) Husband's name (in case of a married women student) :
3. Name of the University the student desires to join on migration :
4. Registration Number of this University with year of Registration :  
(Original Registration Certificate is to be enclosed) :
5. Home Address with Pin Code to which the Migration Certificate :  
is to be sent (enclo. self addressed envelope) :
6. (a) Xerox copy of the Mark-sheet/Certificate/Admit card :  
(b) Name of the College where from the student's name :  
was registered first under this University :  
(c) Name of the College/University where the student studied last :  
(d) Citizenship of the students :
7. Last Examination of this University (with Year and :  
Roll No.) passed or appeared. :
8. Particulars of fees deposited, (in case of cash payment, copy of :  
the challan for the dealing Section is to be attached) :

Date :

Signature of the Student



- 9 Countersigned, recommended and forwarded for issuing/granting migration certificate.

Date :

Principal / TIC

Any officer of the University (other than Registrar) /  
Head of the Dept. / Director/Asst. Director  
(With Seal)

Checked

Dealing Assistant :

Superintendent :

Deputy/Asstt. Registrar :

### INSTRUCTIONS

1. Money should be deposited in Cash at the University Cash Counter as Migration fee.
2. Migration Certificate will be sent by post (enclose self addressed envelope)/hand delivery for 'urgent' and 'on date' cases as desired by the applicant
3. Incomplete application will not be considered. The matter of granting/issuing Migration Certificate is subject to satisfying all the stipulations stated above.
4. Application forms completed in all respect must be submitted personally or through messenger only.
5. For the student of the Correspondence Courses, countersignature has to be made by the-Director/Deputy Director of the Correspondence Courses.
6. If required, mark-sheets and other testimonials (in original) will have to be produced by the students.
7. Regular students who got registered under this University and did not pass any Final Examination or prosecute any further studies due to discontinuation of studies are to produce certificate from the concerned College/ Department or from any other competent authority that he/she did not appear at any public examination of this University.
8. If a student is not already registered under this University, he/she will have to be registered first under the University before applying for having Migration Certificate in his/her favour.
9. In case of a foreign student, this application is to be forwarded through the concerned High Commission/Embassy after fulfilling the above requirements.