Internet Edition

VIDYASAGAR UNIVERSITY

Application Form for Migration Certificate

Read the instruction on the Reverse carefully before filling in this form.

A No. –

1. Full name of the applicant in block letters (according to the Registration Certificate) ----------
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2. Name in Bengali / Hindi Script ----------

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3. Name of the applicant's father ----------

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4. Registration Number with the year of Registration with this University

Registration No. ----------

Year ----------

5. Address of the student ----------

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6. Reason(s) of Migration (Purpose must be stated) ----------
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7. Name of the College where from his/her name was registered first with this University ----------
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8. The Name of different examinations of this University he / she passed or appeared at (Roll, Numbers and the year of examinations should be stated) ----------
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9. Date of payment of Migration fee (Document showing payment of the fee should be enclosed with this form) ----------
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10. Name of the College / Department of University where the student studied last ----------
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11. Contact Number ----------

(Signature of the applicant)

Date: ……

Signature of the Head of the Institution / Department with his Official Seal under this University where the applicant studied last.

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INSTRUCTIONS

1. (a) The fee for the issue of a Migration Certificate (to be delivered after 21 days) is **₹150/-** only which should be deposited at the University Cash Counter.

   (b) The Migration fees (Certificate to be delivered after 11 days) is **₹250/-** should be deposited at the cash counter of the University.

   (c) The **urgent fee** for the issue of a Migration Certificate is **₹350/-** only which should be deposited at the University Cash Counter. **Delivery will be made on the same day**.

2. Migration certificate is not issued in favour of a student whose name has not been registered under this University. **Migration Certificate is also not issued in favour of a student who has appeared at any examination under this University but the result of which has not been published. In such a case Migration Certificate will be issued only after results have been published.**

3. In case of downloaded Form a price of **₹40/-** has to be deposited at the cash counter along with Migration Fees.

4. **Documents to be submitted:-**

   (a) A copy of Pass Certificate / Marksheet of the examination of the University in which the candidate appeared last.

   (b) Registration Certificate (in original) of this University.

5. Delivery of Migration Certificate will be made to the candidate only. Alternatively it can be issued to any authorized person, duly authorized by the candidate.

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