



# SAMBALPUR UNIVERSITY

JYOTI VIHAR – 768019

## FORM OF APPLICATION FOR ISSUE OF MIGRATION CERTIFICATE

[To be filled by the student concerned]

From: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

[Name in full with complete address]

To,  
The Registrar,  
Sambalpur University  
JyotiVihar, Burla

Through the Principal, \_\_\_\_\_ College only for Regular student

Sir,

I would request you to kindly issue a Migration Certificate in my favour, as I intend to join the \_\_\_\_\_ University for my further studies.

I passed/failed at the \_\_\_\_\_ Examination of the Sambalpur University held in the month of \_\_\_\_\_ with Roll No. \_\_\_\_\_ from the College \_\_\_\_\_ or I am at present reading in \_\_\_\_\_ Class in \_\_\_\_\_ College, P.G. Department.

I passed/failed at the \_\_\_\_\_ Examination of the Sambalpur University held in the month of \_\_\_\_\_ with Roll No. \_\_\_\_\_ as a Non Collegiate Candidate.

I have paid a fee of Rs. 200/- / Rs. 250/- (Rupees Two hundred & Two hundred fifty) only in the shape of B.D./University Cash Receipt No. \_\_\_\_\_ Dated \_\_\_\_\_.

In the circumstances, I request that the Migration Certificate prayed for may kindly be issued to me at your earliest convenience.

At the first instance, I registered my name in this University as a regular student through \_\_\_\_\_ Collegewith Registration number \_\_\_\_\_.

(Enclose Registration Card in Original).

(Please leave tick mark Where ever applicable)

- ❖ I declare that my migration certificate will be collected by me  or through By Post .
- ❖ I also declare that, in case I am unable to collect, then I authorize to the following person to collect it and it will be completely my responsibility.

Parents  Spouse  or C/o  Name \_\_\_\_\_

Address \_\_\_\_\_

(In all the above cases proper Identity proofs need to be submitted and a proper marriage ID proof in case of spouse have to submit).

Authorization letter will not be considered after submission of migration form in the University.

Attested  
Signature of the Gazetted Officer  
(With Office Seal)  
(For Non-Collegiate candidates only)

yours faithfully,

*Signature in full*

N.B.: Please strike out the words not required.

Date \_\_\_\_\_

# SAMBALPUR UNIVERSITY

(Information required for issue of Migration Certificate)  
(To be filled by the institution recommending the application)

1. Name of the College \_\_\_\_\_  
(In Capital Letters)
2. Name of student \_\_\_\_\_
3. Examination passed with year and Roll No. or if he/she is still a student of the institution state the class in which he/she is reading \_\_\_\_\_
4. Whether the fee of Rs. 100/-has been paid to the University direct or credited to the University account in State Bank of India, Jyoti Vihar or UCO Bank, A. Katapali (Receipt should be attached) \_\_\_\_\_
5. Date of birth as in the College Admission Register \_\_\_\_\_
6. Date of first Admission to college under the University after passing the Matriculation, H.S.C. or any other Examination \_\_\_\_\_
7. Registered Number as a student of University.
8. Date of leaving the College \_\_\_\_\_
9. Conduct and character of the student during his/her College career \_\_\_\_\_
10. Opinion of the Principal as to the University's granting the application a Migration Certificate \_\_\_\_\_
11. Degree or course the student wants to take in the University he/she wants to join \_\_\_\_\_

Memo No. \_\_\_\_\_, Dated \_\_\_\_\_

Forwarded to the Registrar, Sambalpur University, Jyoti Vihar, and Burla together the application of issue of Migration Certificate \_\_\_\_\_ in original for necessary action.

**PRINCIPAL**

College

(with Official Seal)

## **N.B.**

1. Applicants are advised to go through the instruction before submitting it to the principal, H.O.D., Gazetted Officer (In case of non-collegiate candidates only).
2. Money Order, Postal Order will not be accepted, the fees must be remitted in shape of Bank Draft credited to UCO bank, A. Katapali, S.B.I., Jyoti Vihar or cash in the University cash counter. The B.D. Cash receipt must be attached to the application form.
3. Application, incomplete in any manner will not be attended to and no correspondence will be initiated in the matter.

## **INSTRUCTION FOR ISSUE OF MIGRATION CERTIFICATE**

1. (a) Regular student intending to obtain a Migration Certificate from this University should apply for the same through the Head of the Institution they last studied under the University otherwise the certificate cannot be issued to them.  
  
(b) Non collegiate students who not attended the college under the University be registered the names as students of this University, should submit their application in this form for issue of Migration Certificate direct to the University with an attestation by a Gazetted Officer.
2. The prescribed fee of Rs.200/- only is to be remitted to the Comptroller of Finance, Sambalpur University to be drawn in State Bank of India, Jyoti Vihar / United Commercial Bank, A. Katapali / University Cash Receipt / Bank Challan.
3. The requisite fee as stated above must be paid in advance.
4. Student intending to obtain duplicate Migration Certificate, in case the original one is lost or destroyed should apply on payment of usual fees in the prescribed application form along with the Court Affidavit.
5. Any student who does not join another University after obtaining Migration Certificate from this University and if he/she joins this University again should surrender the Migration Certificate to the University through the principal of the college which he/she joins along with usual registration and recognition fees.
6. The registration receipt in original must be surrendered along with this application for issue of Migration Certificate in case of one is out or destroyed he/she should apply along with Court Affidavit on payment of usual fees of Rs. 300/- only.
7. For any other information not provided for in the above items a reference may be made to the Registrar in writing.
8. Any student, who wants to receive the Migration Certificate in person, should show his/her proper identification (Migration Certificate is given to candidates) himself only.
9. Any student, who wants to obtain the Migration Certificate by Post may remit a sum of Rs. 50/- extend rate towards postal charges over and above the prescribed fee of Rs. 200/- only.
10. 10.Students of MBBS, M.D., M.S., BAMS, BHMS, B. Pharma applying for Migration Certificate should submit a Xerox copy of Provisional / Original Certificate.

**REGISTRAR**