

**UNIVERSITY OF CALCUTTA****Form of Application for Outgoing Migration Certificate**

Form price – Rs. 5/-  
Certificate Fee– Rs. 200/-



Read the instructions on the reverse carefully before filling this Form.

1. Name in full of the applicant in block letters  
(According to the Registration Certificate) \_\_\_\_\_
2. Name of the applicant's father/mother \_\_\_\_\_
3. Registration Number with the year of Registration of  
this University . Registration No.....of.....
4. Complete Mailing address \_\_\_\_\_  
(In block letters) \_\_\_\_\_  
\_\_\_\_\_ PIN \_\_\_\_\_
5. Date of payment of Migration fee (Receipt showing  
Payment of the fee should be enclosed with this form). \_\_\_\_\_
6. Name of the college where from his/her name was  
registered first under this University. \_\_\_\_\_  
\_\_\_\_\_
7. The name of different examinations of this University  
he /she passed or appeared at. Examination Roll No. Year  
(Rolls, Numbers and also the year of examinations  
should be stated). \_\_\_\_\_  
\_\_\_\_\_
8. Reason for Migration (University/College, Subject Name) \_\_\_\_\_
9. Name of the college or school under this University  
where the student studied last. \_\_\_\_\_  
\_\_\_\_\_

10.

Mode of Payment (Tick ✓ as applicable)	a) Cash <input type="radio"/>		b) Bank draft <input type="radio"/>	
	i. Draft No.	ii. Date.	iii. Bank & Branch	iv. Amount (₹)
b.) Bank draft details (if applicable)				

.....  
(Signature & address of the applicant in full)

Date .....

Signature and Official Seal of: (i) the Head of the Institution under this  
University where the applicant studied last (for Regular/Collegiate  
students only);

(ii) the University Officer/Gazetted Officer/Principal of any College  
under this University (for Non-collegiate students and out stationed  
applicants).

\*(See Rule No. 1 on reverse side)

N.B.- (i) Original registration certificate and original mark sheet/certificate of the last examination under this University along with the photo copies of them will have to be presented at the time of verification by the dealing section before paying the fees to the University Cash Counter;

(ii) Migration Certificate is to be given over the delivery counter during working hours in case fees along with forms submitted in person to the Migration Section.

(ii) **Cash challan is available at University Cash counter till 13:30 Hrs.**



**University Of Calcutta**  
**Outgoing Migration Section**  
**22410071-75 Ext.-228, 253**

**INSTRUCTIONS**

1. In case of students who passed or appeared the last examination of this University as Non-Collegiate/ External students (without joining a college) or from an Institution which is now outside the jurisdiction of this University, this application form should be countersigned by a Gazetted Officer or a principal of any College under this University and be accompanied by the last examination Pass Certificate or Mark sheet and Registration Certificate in original.
2. For outstation candidates the original Registration Certificate and the attested photo copies of Registration Certificate & last passed examination Mark sheet / Certificate are to be forwarded along with the Application Form (duly attested by a Gazetted Officer).
3. Migration Certificate is not issued in favour of a student whose name has not been registered under this University.
4. Migration Certificate is not issued in favour of a student who has appeared at any examination under this University but the result of the same has not been published. In such a case Migration Certificate will be issued only after the result have been published.
5. Documents to be produced at the time of verification :-
  - a. Pass Certificate/Mark sheet (in original) of the examination of this University in which the candidate appeared last.
  - b. Registration Certificate (in original) of this University.
  - c. In case of Migration Certificate to be received by post the candidate need to submit his/her original registration certificate (of University of Calcutta) and photocopy of last Marksheet/ Certificate, Registration certificate along with application form. The original registration certificate will be returned to the applicant by post along with the migration certificate.
  - d. Migration certificate will be issued within seven working days (07) from the date of payment of the fees.
6. Fees Structure:
  - a. The application fees is ` 200/- (Rupees Two hundred) only need to be paid in University challan or in bank draft stated.
  - b. In case application fees is paid in bank draft, fees to be remitted in favour of “**UNIVERSITY OF CALCUTTA**”, payable at “**KOLKATA**”.
  - c. If the candidate wants to receive the migration certificate by post at his/her address as communicated, ` 40/- (Rupees Forty) only need to be paid as postal charges. So, ` 240/- (Rupees Two hundred forty) only need to pay in that case.
  - d. In case of downloaded form, the cost of each form @ ` 5/- (Rupees Five) only need to be paid along with the Migration Certificate fees.
7. Migration Certificate will be sent by Registered Post after 15 clear working days if the fee is paid at the University Cash Counter. In case the fee is sent by I.P.O./ Bank Draft, the Migration Certificate will be issued after 15 clear working days from the date of receipt of the amount by the University.
8. In case fees are paid for issue of this Migration Certificate over the Cash counter, the form along with the tenderer’s copy of the challan is to be submitted to the Dealing Section (M.R.Section) after such payment for necessary action.
9. The completed application form to be sent to “THE REGISTRAR, UNIVERSITY OF CALCUTTA, 87/1, COLLEGE STREET, KOLKATA-700073, WEST BENGAL, INDIA and should be superscripted “OUTGOING MIGRATION SECTION”.
10. In case of students of Bangladesh this form should be forwarded through the Dy. High Commission for Bangladesh in India, Calcutta, after fulfilling the above mentioned requirements.