



# University Of Calcutta

87/1 College Street, Kolkata-700073

## Outgoing Migration Certificate

[www.caluniv.ac.in](http://www.caluniv.ac.in)

22410071 /22410072 /22410073 /22410074 /22410075 Ext- 228 , 253

(For any assistance contact to us at given phone number or mail us)

### GENERAL INSTRUCTIONS

1. 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.
2. 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 now falls 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 Pass Certificate or Mark sheet and Registration Certificate in original.
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 results 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 submitted :**
  - a) Copies of all pass mark sheets, Admit cards & Certificates of the previous qualifying examination(s).
  - b) Attested copy of certificate and mark sheets of different parts / semester of examination.
  - c) In case of Migration Certificate receive by post the candidate need to send his/her original registration certificate (of University of Calcutta) along with his/her application form. The original registration certificate will be returned back to the candidate by post along with the migration certificate.
  - d) In case of receive of migration certificate by hand, the candidates are requested to bring the original registration certificate (of University of Calcutta). The migration certificate will be issued only after production of the original registration certificate (of University of Calcutta)
6. **Fees Structure :**
  - a) The application fees is Rupees Two hundred (**Rupees 200/-**) only need to be paid in University challan or in bank draft stated in 7.
  - b) If the candidate wants to receive the migration certificate by post at his/her address as communicated, Rupees forty only (**Rupees 40/-**) need to be paid as postal charges. (**i.e. Rs. 200/- Migration fees + Rs. 40/- need to be paid as postal charges = Total Rs. 240/-**) case of downloaded form the cost of each form @ indian rupees five (Rs.5) has to be deposited along with the Migration Certificate fees.
7. Application fees to be remitted in favour of "**The Pro-Vice-Chancellor for Business Affairs & Finance University of Calcutta**", payable at "**KOLKATA**", Calcutta.
8. The completed application form (**Page-3 only**) to be sent to '**The Registrar, University of Calcutta, 87/1, College Street, Kolkata- 700073, West Bengal, India** with in 5:15 pm in any working days.
9. The migration certificate will be issued within **3 to 5 (three to five)** working days if there is no other complicity.
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 requirement



## INSTRUCTIONS

*To fill-up the Migration Certificate Application Form the following instruction may be followed.*

<i>Sl no.</i>	<i>Instruction</i>
1	<i>Please Furnish the Name (IN BLOCK LETTERS) as printed on your registration certificate issued by the University of Calcutta.</i>
2	<i>Furnish your present and Permanent Address for communication.</i>
3	<i>Furnish the appropriate six digit pin code number.</i>
4	<i>Furnish the phone number along with STD code.</i>
5	<i>Furnish the mobile number.</i>
6	<i>Furnish your e-mail address if any.</i>
7	<i>Put (√) in appropriate box, (in SL No. 10)</i>
8	<i>Furnish Date of Birth as mentioned in your 10<sup>th</sup> standard Examination certificate in the format(DD-MM-YYYY)</i>
9	<i>Mention your Nationality</i>
10	<i>Put (√) in appropriate box, (in SL No. 14)</i>
11	<i>Furnish the particulars of Bank details of the enclosed bank draft.</i>

**For Office Use**  
**Verified by**



Paste  
Passport  
Size  
Photograph

Roll No.[ Last Exam. Passed from CU]

**University of Calcutta**  
**87/1, College Street, Kolkata- 700073**

**Outgoing Migration Certificate**

1. Registration No.[Issued by CU]

Students Signature with in the box

<b>2.Name (IN CAPITAL LETTER)</b>									
<b>3.Father's Name</b>									
<b>4.Mother's Name</b>									
<b>5.Present and Permanent Address:</b>									
<b>6.Pin Code</b>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<b>7. Phone No. (Along with STD code):</b>	
<b>8. Mobile No :</b>				<b>9. Email Address :</b>					
<b>10. Gender</b>	<i>Male</i>	<i>Female</i>	<b>11. Nationality</b>						
<b>12. Date of Birth</b>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>
D D M M Y Y Y Y									
<b>13. Name of the last Examination of this University he/she passed or appeared at. (Rolls, Numbers and also the year of examinations should be stated)</b>									
<u>Examination</u>			<u>Roll No.</u>			<u>Passing Year</u>			
<b>14. Mode of payment</b>		a) By Cash <input type="radio"/>		[Put <input checked="" type="checkbox"/> mark]		b) By Bank draft <input type="radio"/>			
<b>b. Bank draft details</b>									
<b>ii) Branch</b>		<b>iii) Date</b>		<b>iv) Amount (Rs.)</b>		<b>v) Draft No</b>			

Date:.....

All the statements made above are verified and found to be true.

.....  
**Signature of the Applicant in full**

Date:.....

.....  
**Signature of the Principal/Teacher In-Charge/ Head of the Institution under this University with office seal where the applicant studied last (for Regular/Collegiate students only). The University Officer/Gazetted Officer/Principal of any College under this University (for Non-collegiate students only).**