



CR./Ch. No. _____ Sl. No. _____ Dated _____

Form No. BU/EXG/52

BERHAMPUR UNIVERSITY
FORM OF APPLICATION FOR ISSUE OF A MIGRATION CERTIFICATE
 (Application to be filled in by the student)

From
 (Full & Complete address of the candidate)(Capital Letter)

To
 The Controller or Examinations
 Berhampur University
 Bhanja Bihar, Berhampur.760007
 Dist: Ganjam (Odisha)

THROUGH : (The Principal _____ College).

Madam / Sir,

I request you kindly to issue a Migration Certificate in my favour as I intend to join in the _____ University for further studies. I passed / failed at the _____ Examination of the Berhampur University held in the Month of _____ 19 ____ /20 ____ with Roll No _____ appearing as a Collegiate / Non- Collegiate candidate from _____ College _____ or I am at present reading in _____ College _____.

My Berhampur University Registration No is _____ of _____. I am leaving this University to take-up _____ course in the aforesaid University. **The original**

Registration Receipt issued by the Berhampur University is surrendered herewith.

I have already paid the prescribed fee of Rs.220/. (Rupees Two hundred Twenty Only) and the Challan / Bank Draft (S.B.I. only) / SB Collect to be drawn at S.B.I., Bhanja Bihar in support of my payment is attached herewith.

I, request that the Migration Certificate may kindly be issued to me as per the address furnished above.

Yours faithfully,

Date :
 Place :

(Signature in full of the Candidate)

N.B. : Non-collegiate candidates should get the following certificate signed by a Gazetted Officer or member of any of the authorities of the University.

Certified that, the particulars furnished above are true

Signature and Designation of Attesting Officer
 with seal

INFORMATION REQUIRED FOR ISSUE OF A MIGRATION CERTIFICATE

This form should be filled in by the institution last attended by the candidate and sent to the Controller of Examinations, Berhampur University.

(APPLICABLE FOR COLLEGIATE CANDIDATE ONLY)

1. Name of the College:
2. Name of the Student:
3. Examination passed with Year & Roll No., if he/she is still a student of the Institution the class in which he/she is reading should be stated:
4. Whether the fee of Rs.220/- has been paid / credited to the University Account in the State Bank of India Bhanja Bihar.

NB: (i). Challan No. / Demand Draft No./ SBI Collect DU _____ Date _____ Rs. _____
 (Deposited Drawn on S.B.I. Bhanja Bihar only) the copy of which attached herewith.
 (ii) Applicant Without Surrendering Registration Receipt of the University are required to deposit an additional fees of Rs. 150/- along with an affidavit stating reason thereof.



5. Date of Birth as entered in the college Admission Register:
6. Date of first admission to college under this University after passing the Matriculation / HSC / +2 or any other examination:
7. Registration No. as a student of this 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 for issue of Migration Certificate:
11. Degree or course the student wants to take in the University. He / She want to join.

Memo No. _____

Dated: _____

Forwarded to the Controller of Examinations, Berhampur University, Bhanja Bihar, Berhampur-760 007 for necessary action.

Date :

Seal of the College :

Principal

_____ College

RULES & INSTRUCTIONS FOR ISSUE OF MIGRATION CERTIFICATE

1. Regular students intending to obtain a Migration Certificate from the University should apply for the same through the Head of the Institution / College they last attended under the University; otherwise the certificate cannot be issued to them.
2. Non-Collegiate students who have not attended any college under the university or registered their name as students of the University should submit their application for issue of Migration Certificate direct to the University with an attestation by a Gazetted Officer as instructed at page 1 and they should submit the attested copy of the Degree/Provisional Certificate of the last Examination (admit card in case of failed candidates) in support of his/her appearance as non-collegiate candidate.
3. Student should surrender their Registration Receipt in Original while applying for issue of the Migration Certificate (or the duplicate registration receipt in case of Original one is lost).
4. The prescribed fees of Rs.220/- only should be credited to the General Fund Account of the University in the S.B.I. Bhanja Bihar in shape of Bank Draft, payable, to the Comptroller of Finance, Berhampur University, Bhanja Bihar, Berhampur – 760 007 (Ganjam). Only S.B.I. Bank Drafts payable at S.B.I. Bhanja Bihar are acceptable. In case of Bank Draft (other than S.B.I.) the candidate has to pay Rs.30/- extra towards collection charges.
5. Money Orders/Postal Orders are not acceptable.
6. The requisite fee, as stated above, must be paid in advance.
7. Applications for refund of Migration Fee to the students who do not join another University after obtaining a Migration Certificate from this University are not admissible under the Rules. Such students, if they join this University again, should surrender the Migration Certificate to this University through the Principal of the College where they join, with prescribed fee.
8. Students intending to obtain duplicate copy of Migration Certificate once issued to them in case the original is lost or destroyed, should apply for a fresh copy on payment of the prescribed fee in full (Rs. 150/-) giving the number and date of original certificate and an affidavit from the Executive Magistrate duly forwarded by the Principal in case of a collegiate candidate and by a Gazetted Officer in case of a non-collegiate candidate.
9. Self-Addressed envelope be enclosed along with the application form while applying for Migration Certificate.
10. In no circumstances Triplicate Migration Certificate is to be issued.
11. For any other information not provided above, reference may be made to the Controller of Examinations in writing, enclosing a self-addressed stamped envelope.