



# GANGADHAR MEHER UNIVERSITY

AMRUTA VIHAR, SAMBALPUR (ODISHA)-768004

## 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,  
Gangadhar Meher University,  
Amrut Vihar, Sambalpur**

Sir,

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

I am to state that, I registered my name in this University as a regular student and was issued Registration No. \_\_\_\_\_ (Enclosed Registration Certificate in Original)

I passed/failed at the \_\_\_\_\_ Examination of the Gangadhar Meher University held in the month of \_\_\_\_\_ with Roll No. \_\_\_\_\_ or I am at present studying in \_\_\_\_\_ Class /PG Department in this University or I have discontinued in the \_\_\_\_\_ year.

I have paid a fee of Rs. 200/- (Rupees Two Hundred) or Rs.500/- (Rupees Five hundred) / Rs.250/- (Rupees two hundred fifty for students willing to obtain by post) only in the shape of Bank Draft / University Cash Receipt No. \_\_\_\_\_ Dated \_\_\_\_\_

I request that the Migration Certificate may kindly be issued to me at your earliest convenience.

Yours faithfully,

*Signature in full of Students*

Date \_\_\_\_\_

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

# GANGADHAR MEHER UNIVERSITY, SAMBALPUR

(Information required for issue of Migration Certificate)

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. 200/- Rs.500/ has been paid  
\_\_\_\_\_
5. Date of birth as in the College Admission Register \_\_\_\_\_
6. Date of first Admission to college under the University after passing +2 any other Examination  
\_\_\_\_\_
7. Registered Number 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 a Migration Certificate  
\_\_\_\_\_

Deputy Registrar  
Gangadhar Meher University  
(with Official Seal)

N.B.

1. Applicants are advised to go through the instruction before submitting it in the office.
2. Money Order, Postal Order will not be accepted, the fees must be remitted in shape of Bank Draft in favour of "**The Comptroller of Finance, G. M. University, Sambalpur**" payable at Sambalpur or cash in the University Fee Counter. The Bank Draft / Cash receipt must be attached to the application for.
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. Fee Structure

- i. Fee for issue of Duplicate Registration Certificate Rs.300/-
  - ii. Fee for issue of Migration Certificate Rs.200/-
  - iii. Fee for issue of Migration Certificate by post Rs.200/-
  - iv. Fee for issue of Duplicate Migration Certificate Rs.500/-
2. Regular student intending to obtain a Migration Certificate from this University should apply for the same in the prescribed format along with the requisite fee in the Academic Section of the University
  3. The Registration receipt in original must be surrendered along with the application for issue of Migration Certificate. In case of loss or damage of the original Registration Certificate, he/she should apply for the Duplicate Regd. Certificate along with Court Affidavit on payment of fee of Rs. 300/- only.
  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. The prescribed fee of Rs.200/-, Rs.250/-, Rs.300/-, Rs.500/- may be paid in the shape of University Cash receipt of Bank Draft Drawn in favour **“The Comptroller of Finance, G. M. University, Sambalpur”** Payable at Sambalpur in any Nationalized Bank
  6. 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 at the time admission.
  7. Any student, who wants to receive the Migration Certificate in person, should show his/her proper Identity Proof of himself/herself.
  8. Any student, who wants to obtain the Migration Certificate by Post may remit a sum of Rs. 50/- extra towards postal charges over and above the prescribed fee of Rs. 200/- only.
  9. For any other information not provided for in the above items a reference may be made to the registrar in writing.

*REGISTRAR*