



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.7 (Gm.)

THROUGH : (The Principal _____ College).

Sir,
I request you kindly to issue a Migration Certificate in my favour as I intend to join 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 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 University is surrendered herewith.**

I have already paid the prescribed fee of Rs.100/. (Rupees one hundred Only) and the Challan/Bank Draft (S.B.I. only) to be
drawn at S.B.I., Bhanja Bihar in support of my payment is attached herewith.

I request that the Migration Certificate prayed for may kindly be issued to me as per addressed 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.100/- has been paid/credited o the University Account in the State Bank of India Bhanja Bihar.



5. Date of Birth as entered in 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 wants to join.

Memo No. _____

Dated : _____

Forwarded to the Controller of Examinations, Berhampur University, Bhanja Bihar, Berhampur-7 for necessary action.

Seal of 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.100/- 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 – 7 (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 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.