



OFFICE OF CONTROLLER OF EXAMINATIONS

APPLICATION FOR ISSUE OF MIGRATION CERTIFICATE AND/OR TRANSCRIPT

Name of the candidate (In Capital Letters)		Date:	
Enrolment Number		Roll Number	
Year of Admission		Year of Completion	
Programme & Branch		School	
Mobile No.		Email Id	

Application for the Purpose of (☐✓ for whichever is applicable)

S.No.	Certificate Type	Cost Per Certificate	Amount
1	<input type="checkbox"/> Migration Certificate	1000	
2	<input type="checkbox"/> Transcript <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 (Select No. of Copies)	1000	
Note: Total fee = Sum of all selected certificates (each with 18% GST included).			

Enclosures for Migration Certificate And/or Transcript certificates:

S.No	Enclosure	Issuing Authority
1	Self-attested copy of Aadhaar / Govt. ID	
2	Copy of Final Year Grade Card or Degree Certificate	

Declaration:

I declare that the information given above is true. I understand that the Migration Certificate / Transcript will be issued only after verification and payment of the required fees.

Date :

Place :

Signature of the Applicant

Signature of H.O.D

Signature of Dean

FOR OFFICE USE ONLY

Certificate Type Issued		Certificate Serial No	
Certificate Issued on		Remarks (if any)	
Prepared by (Name & Sign)		Verified By (Name & Sign)	

Deputy Controller of Examinations

Controller of Examinations