

University of Kalyani

(Application Form for a Migration Certificate)



To
The Controller of Examinations.
University of Kalyani
Kalyani, Nadia, W.B.

Sir,
I have to request you to grant a Migration Certificate in my favour in order to enable me to get myself admitted to.....under the University offor the purpose of further studies.

Necessary particulars relating to myself are given in the statement below.
Urgent Rs.500/- Ordinary Rs.250/- only is paid to the University of Kalyani as Migration Fee vide Cash Receipt No.....dated.....

Yours obediently

Dated.....

.....
Signature of the student in full
Male/Female

STATEMENT OF PARTICULARS

1. Name of the student (in block letters) :.....
2. Registration Number with year :.....
3. Permanent Address :.....
.....
4. Name of the course which he/she studied last at the University with the name of the Department/College and the stage of the course. :.....
5. His/Her Roll No. in the Class :.....
6. The different examinations of this University (together with Roll No. as also the year of Examination) which the student has passed or appeared at :.....
.....
7. Reasons of migration :.....
8. Remarks, if any :.....

Date.....

Signature of the student in full

CLEARANCE CERTIFICATE

(Applicable for the students of the University only)

.....
Head of the Department

.....
Provost

.....
Finance Officer

.....
Deputy Librarian

.....
Authority-in-Charge of the
Faculty of Arts/Science/Education

(Applicable for the students of affiliated College only)

Forwarded for necessary action

Principal

Office Seal

Instruction

- (1) Rs.500/- or Rs.250/- only will be deposited by Cash at the University cash section as Migration fee. M.O./I.P.O./Demand Draft Cheque will not be accepted.
- (2) Registration Certificate must be submitted along with the form.
- (3) Incomplete application will not be considered.
- (4) A minimum of 3 days for urgent cases and 7 days for ordinary cases will be required for the issuing of a Migration Certificate.
- (5) Completed application form must be submitted personally or through messenger only after obtaining clearance certificates from the Department as mentioned at 9(a) or 9(b) as the case may be.