



Aliah University

IIA/27, New Town Campus, Kolkata 700160

Migration Certificate

Ordinary Fee Rs. 150/-
Urgent Fee Rs. 250/-

Form of Application for Migration Certificate

1. Name in full of the applicant in block letters:
2. Father's Name
3. Registration No. with the year Registration No. Of.....
4. Complete address with pin code (in block letters)
5. Contact No Mobile No
Email
6. Date of payment of Migration fee (Enclosed this receipt)
7. Name of the Institution where form his/ her name was Registered first under this University. (For off campus)
8. Examinations passed or appeared 1. Examination.....
(Roll Numbers & year of examinations should be stated) Roll No. Year
2. Examination.....
Roll No. Year
9. Reason of Migration
10. Name of the department under this University where The student studied last.

.....
(Full signature of the applicant)

.....
Signature & Official Seal of Head of the Institution
Under this University where the applicant studied
Last (for Regular/Collegiate students only).

N .B: - (i) Original Registration Certificate and Mark Sheet/ Certificate/Library /Lab/Hostel Clearance under this University along with the photo copies of them will have to be presented at the time of verification by the dealing section before paying the fees to the University cash counter.

(ii) Migration Certificate is to be given personally in case urgent requisite fees paid.

INSTRUCTIONS

1. The ordinary fee for the issue of a migration Certificate is Rs. 150/- only which should be deposited at the university cash counter. Photocopy of the receipt attached with the application form.
2. The urgent fee for the issue of a Migration Certificate is Rs. 250/- only which should be deposited at the University cash counter. NO M.O. will be accepted. **Migration Certificate will be issued within 3 to 7 working days from the date of payment of the fee for urgent basis.cv**
3. For the out candidates the original Registration Certificate and the attested Photo copies of Registration Certificate & last passed examination Mark Sheet/ Certificate are to be forwarded along with the Application Form (dully attested by Gazetted officer)
4. Migration Certificate is not issued in favour of a student whose name has not been registered under this University.
5. Migration Certificate is not issued in favour of a student who has appeared at any examination under this University but the results are same has not been published. In such a case Migration Certificate will be issued only after the result have been published.
6. **Documents to be produced at the time of verification:-**
 - (a) Pass Certificate/ Mark Sheet in original of the examination of this University in which the candidate appeared last.
 - (b) Registration Certificate in original of this University.
 - (c) Xerox copies of **Library /Lab/Hostel Clearance**
7. Ordinary Migration Certificate will be sent by Registered post after 15 clear working days if the is paid at the University cash counter.
8. In case fees are paid for urgent issue of this Certificate the form along with the photo copy of the receipt is to be submitted to the dealing section after such payment for necessary action.
9. In case students of Bangladesh this form should be forwarded through the Dy. High Commission for Bangladesh in India, Kolkata after fulfilling the above mentioned requirements.
