



SNDT Women's University

Pariksha Bhavan

Sir Vithaldas Vidyavihar, Juhu Road, Santacruz (W), Mumbai – 400 049.

TEL : 022-26608462/93 EXTN.: 395, 022-26615168, 26606197 EXTN.:103 , 104. & 022-26612877 (Direct)

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The Controller of Examinations
SNDT Women's University,
Pariksha Bhavan, Juhu Road, Santacruz (W),
Mumbai – 400 049.

Amount Paid Rs. _____

Receipt No.: _____

Date : ___/___/_____

APPLICATION FORM FOR MIGRATION CERTIFICATE

TO BE FILLED BY THE STUDENT AND SUBMITTED THROUGH THE PRINCIPAL OF THE COLLEGE / INSTITUTION LAST ATTENDED BY THE APPLICANT IN THIS UNIVERSITY.

A) Personal Details.

1] Name of Student at the time of Examination. : _____
(Surname) (First Name) (Middle Name) (Mother's Name)

2] Complete Postal Address (With Pin – Code) : _____

_____ Pin - _____

3] Contact Details : Mob.- _____ Tel. No. _____

4] Mode of Payment : By Cash By D.D. D.D. No _____ Bank _____ Date _____

B) Academic Details. : As Regular Student By Distance Education

Name of the Examination	Seat No.	Month & Passing Year	College Code	Center	Class	Result

Name of the College/ Institution : _____

I hereby declare that the information given by me is true to the best of my knowledge and I have not applied before for the Migration Certificate.

Date : ___/___/_____

Signature of the Student

C) For College Office Use only

I am to forward herewith an application of Kum./Smt. _____ Migration Certificate. The applicant has not been rusticated or debarred by the University, and I have no objection to issue her Migration Certificate by the University. She has been student of this Institution / College / Dept. since....., her date of birth as per College record is, her Registration number as per institution Record isand She left the College in The leaving certificate was issued in favour of the applicant on and is sent here with a Duplicate Copy / attested Photo copy.

I have ascertained and satisfied from the records that no application for a Migration certificate on behalf on this Student was made previous to this date.

Principal / Director / Head

Date: ___/___/_____ Tel. No: _____

College seal

Rubber Stamp

Important Note: •Migration Certificate fee Rs. 255/-.
•Demand Draft should be in favour of **"The Registrar, SNDT Women's University", Mumbai.**

A) IMPORTANT INSTRUCTIONS TO THE COLLEGE / INSTITUTION

- The application form for **Migration Certificate should be submitted through the Head of the Dept/Institution/or Principal of College** last attended by the applicant in this university.
- It is important for the Principal/ Director / Head to ascertain and satisfy himself from the records of the College that similar application for Migration Certificate was not forwarded previously and that no Transference / Migration Certificate was issued to the application prior to his submitting this application.
- It is important for the Principal/ Director / Head to verify whether the applicant has filled in all the columns properly and particularly to satisfy himself and that the applicant has not obtained the migration certificate earlier.
- The Principal /Director / Head is also requested to see that each application for Migration Certificate forwarded by him should be accompanied by the Leaving / Transference Certificate with attested photocopy (signed by the Principal). The Fee **Rs. 255/-** and photocopies of the marksheets from First year to Final year should be forwarded along with the application form.

B) IMPORTANT INSTRUCTIONS TO APPLICANTS :

For Regular Students :

1. The application for Migration Certificate, duly completed, should be submitted through the Principal /Director / Head of the College last attended by the student in this University. **The fee for Migration Certificate is Rs. 255/-.**
2. **Please provide an attested photocopy of Leaving or Transfer Certificate as well as Photocopies of marksheets issued by college/ University along with the application form.**
3. Principal Stamp and Signature along with a college seal is compulsory on the place provided for college use.
4. Students are requested to send the fees in the form of **Demand Draft** drawn in favour of **"The Registrar, SNTD Women's University"** Payable at Mumbai. Cheques will not be accepted.

For Distance Education Student :

- 1) Students who have registered their names and left their study and student who registered their names but not appeared for University examinations are required to be sent their application for Migration Certificate through the **Director, Centre for Distance Education, Juhu Road, Santacruz (w), Mumbai.**
- 2) All the other students of Distance Education can submit their application form at Pariksha Bhavan along with the Photocopies of all marksheets issued by Department & University.

C) Confirmation / Duplicate copy of Migration Certificate :

It may, however, **be noted that no duplicate or extra copy of a Migration Certificate** will be issued under any circumstances by the University. In case of loss of Original Migration Certificate, University not issues a Duplicate Migration Certificate. In such circumstances only **Confirmation Certificate** will be issued to student by the University. Required documents are as follows.

- Confirmation Certificate Fee: Fees Rs. **255/-.**
- An affidavit by stating loss of Original Migration Certificate on a Stamp Paper of Rs. 100/- only, before executive Magistrate / Notary.
- All the other procedure will be remain same as mentioned above for Regular as well as Distance Education Student.
- Fees can be Paid by Cash or Demand Draft Only.
- Student can collect their Migration Certificate personally or by giving proper authority letter.

Pariksha Bhavan { Accounts Unit : Monday to Friday : 10:30am to 01:00pm and 01:45pm to 02:30pm (For Payment)
Certificate Unit : Monday to Friday : 10:30am to 01:00pm and 01:45pm to 02:30pm (For Submission)

Controller of Examinations