

Procedure for Migration Certificate.

1. Fill the APPLICATION FORM FOR MIGRATION CERTIFICATE

- Click on sndt.ac.in
- Click on Home
- Click on Examination Section
- Click on Downloads Forms
- Click on Application Form For Migration Certificate Form

2. Payment for Migration Certificate to Pariksha Bhavan, Juhu

- Fees for Migration Certificate at Pariksha Bhavan, Juhu
 - Fees : Rs. 255/-
 - Application for Migration Certificate should be sent by registered post, an additional amount of **Rs. 50/-** towards postal charges be remitted.
 - Cash Counter Time of Pariksha Bhavan : 10.00 a.m. to 03.00 p.m. (Excluding Lunch Break : 01.00 p.m. to 01.45 p.m.)
 - Fee can be paid by Cash or by Demand Draft. Demand Draft should be drawn in favour of "**The Registrar, SNDT Women's University, Mumbai**", payable at Mumbai.

3. Enclosure

- Duly Filled Application form for Migration Certificate
- Receipt for fees paid – **UNIVERSITY COPY** (if fees paid at Accounts Unit Counter of Pariksha Bhavan, Juhu)
- Photocopy of the Final Year / Final Semester / Final Passed examination marksheet
- Transfer Certificate (T.C.) or Leaving Certificate obtained from the last College/Department/Institute (Only for Regular mode of Student)

4. Processing Time for Migration Certificate

- Usually takes 15 working days
- Any query regarding the status of application for Migration Certificate to Pariksha Bhavan, Juhu please contact only after 15 working days
Contact Number 022-26612877 / 022-26608462 Extn. 2395

Important Note

1. For the Regular Mode Candidates, the application form should be submitted through the Principal/Director/HoD of the College/Institute/Department last attended by the candidate, to the Pariksha Bhavan, Juhu duly supported by the Duplicate Transfer Certificate/Leaving Certificate.
2. The candidate who has passed the examination through Distance Mode may submit their application form directly to the Pariksha Bhavan, Juhu alongwith the prescribed form, enclosures and fees.
3. Fees once paid will not be refunded.
4. Incomplete and wrong details in application will not be entertained and no correspondence in that behalf will be made.
5. In case of incomplete document or less fee paid, the working days for issuance of duplicate marksheet will be calculated after the completion of the document or payment of fee.
6. As soon the student receives the Migration Certificate, she should check whether the details printed on the Migration Certificate are correct. If case of any corrections/mistake, the same be intimated to the University within 10 days. In case of delay in reporting the correction, penalty of Rs. 150/- will be charged.
7. If loss of Original Migration issued by University, no duplicate or extra copy of Migration Certificate will be issued under any circumstances by the University.