



**UTKAL UNIVERSITY : VANIVIHAR**

**APPLICATION FORM FOR ISSUE OF A MIGRATION CERTIFICATE  
(To be filled in by the student)**

From

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To

The Registrar  
Utkal University , Vanivihar, Bhubaneswar-751004.

( Through the Principal / Headmaster ..... College/High School )

Ref: Your Letter No. .... Dated .....

Sir,

I beg to request you kindly issue a Migration Certificate in my favour as I intend to join the ..... University for further studies. I passed/ appeared at the ..... examination of the Utkal University held in the month of ..... 20 with Roll No. .... having been sent up from .....College / High School or I am at present reading in ..... year / Class in ..... College. My University Registration No. .... of 19 . I am leaving this University to take up .....Course in the said University. I have deposited the prescribed fee of Rs. 100/- in the State Bank of India ..... Branch/ in the University Office on ...../ sent the amount by M.O. and the receipt in support of my payment is herewith.

In the circumstances, I request that the Migration Certificate paid for my kindly be issued to be at your earliest convenience.

I beg to remain Sir,

*Yours faithfully,*

Date : .....  
Place : .....

Signature (in full) of the candidate

The Non-collegiate candidate may get this form attested by a Gazetted Officer with designation and seal.

Attested

**N.B: (1) Please strike out the words not required.**

# UTKAL UNIVERSITY : VANIVIHAR

## INFORMATION REQUIRED FOR ISSUE OF A MIGRATION CERTIFICATE (To be filled in by the Institution recommending the application)

1. Name of the College / High School :
2. Name of the student :
3. Examination passed with Year and Roll No. :  
or if he / she still a student of the Institution  
should be stated in Class in which he/she is  
reading.
4. Whether the Fee of Rs. 100/- has been paid :  
to the University direct or credited to the  
University account in the State Bank of India  
( Name of the Bank should be stated and the  
receipt should be attached )
5. Date of Birth as entered in the College / High :  
School Admission Register .
6. Date of first admission to College under the :  
University after passing the Matriculation /H.Sc.  
or any other examination.
7. Name of the College :
8. Registered No. as a student of this University :
9. Date of leaving the College / High School :
10. Conduct and Character of the student during :  
his / her College / School career.
11. Opinion of the Principal / Headmaster as to :  
the University's granting the applicant a  
Migration Certificate.
12. Degree or Course the student wants to take :  
in the University he/she wants to join.

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**Memo No.** .....

**Date** .....

Forwarded to the Registrar, Utkal University, Bhubaneswar with application of .....  
.....( in original ) with reference to his / her  
Letter No. ....Dt ..... for necessary action.

**PRINCIPAL / HEADMASTER**

.....**COLLEGE / HIGH SCHOOL**

*(Seal of the Institution must be used)*

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### RULES AND INSTRUCTIONS

- 1.(a) Regular students intending to obtain a Migration Certificate from the University should apply for the same through the Head of the institution they last studied under this University.
- (b) Non-collegiate students who have not attended any College under this University but registered names of students of this University should submit their applications in this form for issue of Migration Certificate direct to the University with an attestation by a Gazetted Officer.
- (c) Students should surrender their Registration Receipt in Original while applying for issue of the Migration Certificate.