



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

From :

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 .....

To

The Registrar,  
 Utkal University, Vani Vihar, 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 inted to join the  
 ..... University for further studies. I passed / appeared at the .....  
 ..... examination of the Utkal University held in hte 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. 200 /- 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 may kindly be issued  
 to me at your earliest convenience.

I beg to remain sir,

*Yours faithfully,*

Date.....

Place.....

**Signature ( in full ) of the Candidate**

**\*Mobile-**

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

**Attested**

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

## UTKAL UNIVERSITY

## 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. 200 /- 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. S.C. 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 take in the University he / she wants to join.

Memo No .....

Date.....

Forwarded to the Registrar, Utkal University, Bhubaneswar with application of

..... ( in original ) with reference to his / her

Letter No ..... Dated ..... for necessary action.

PRINCIPAL / HEADMASTER

..... COLLEGE / HIGH SCHOOL

*(Seal of the Institution must be used)***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 institution they last studied under this University.
- Non-collegiate students who have not attended any College under this University but registered names as 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 Gazzetted Officer.
- Students should surrender their Registration Receipt in original while applying for issue of the Migration Certificate.