



**THE UNIVERSITY OF BURDWAN**  
**Rajbati, Burdwan 713104**

**PROCEDURE FOR OUTWARD MIGRATION**

1. Application form for Migration certificate is to be purchased from the sales counter located at Rajbati campus of the University on payment of Rs. 20/-. It may also be downloaded from [www.buruniv.ac.in](http://www.buruniv.ac.in) by clicking the link INFORMATION >> REGISTRATION/MIGRATION.
2. The following documents are to be submitted along with the filled in Application form:
  - a) Original Registration certificate (which will be returned along with the Migration certificate).
  - b) Attested photocopy of mark sheet of the last examination passed of this university.
  - c) If the course is not completed then a certificate from Head of that Institute/ College/ Department is to be furnished and the form should be forwarded by the Head of that Institute/ College/Department.
3. The migration fee as stated below should be paid directly by depositing cash at university cash counter or by a Demand Draft drawn in favour of "The Finance Officer, The University of Burdwan".
  - A) Ordinary (after 10 working days) : Rs. 100/-
  - B) Urgent( after 72 working hours) : Rs. 150/-
  - C) On date : Rs. 200/-In case of downloaded form, the price of the form is to be paid along with the Prescribed fee.
4. On date/ Urgent Migration certificate may be collected either personally or through authorized person.
5. Outstation candidates may collect Migration Certificate by post sending downloaded filled up Application form with all the relevant documents along with the prescribed fee in the form of D.D. and a self addressed stamped (as per postal tariff) envelop. This should be sent to:

Registrar  
The University of Burdwan  
Rajbati, Burdwan  
Pin-713104

For any further clarification, candidates may contact Regn. and Migration section by dialing 0342-2634975extn. 234

## THE UNIVERSITY OF BURDWAN

Form Price–Rs. 20/-

**APPLICATION FORM FOR OUTWARD  
MIGRATION CERTIFICATE****Read the instructions carefully  
before filling up the form**

Rates of fee :

(Only Demand Draft / Cash will be accepted )

(a) On date Rs. 200/-(b) Urgent Rs. 150/-(after 72 working hours)

(c) Ordinary Rs. 100/-(after ten working days)

**To****The Registrar****The University of Burdwan****Rajbati, Burdwan-713104****West Bengal.**

Sir,

I am to request you to be so kind as to grant/issue a Migration Certificate in my favour for the cause stated hereunder. Necessary particulars relating to my prayer are given in the following statement.

Yours faithfully.

SIGNATURE OF THE STUDENT

## STATEMENT OF PARTICULARS :

1. (A) Name of the student (in block letters)
  - (a) in English according to Registration Certificate :
  - (b) in Bengali :
- (B) Male/Female :
2. (a) Name of the father :
- (b) Name of the mother :
- (c) Husband's name (in case of married women student) :
3. Name of the Course and University where the student Desires to join on migration :
4. Registration Number of this University with year of Registration (Original Registration Certificate is to be enclosed) :
5. Home Address with Pin Code and Contact No. should be mentioned here :
6. (a) Name of the College where from the student's name was registered first under this University :
- (b) Name of the College/University where the student studied last :
- (c) Citizenship of the students
7. Last Examination of this University (with Year & Roll No.) passed or appeared :

8. Particulars of fee deposited (Draft No. with date / for cash deposit ,challan is to be attached) :

.....  
Signature of the student in full

9. Countersigned, recommended and forwarded for issuing/granting migration certificate ( applicable in case of student who did not complete the course).

Date

.....  
Principal/ Head of Deptt.  
Director/Asst. Director, DCC with  
Office seal

Checked

Dealing Assistant :  
Superintendent :  
Deputy/Asstt. Registrar :

### INSTRUCTIONS

1. Fees should be deposited in Cash at the University Cash Counter, Rajbati as Migration fee. Only Demand Draft in favour of "The Finance Officer, The University of Burdwan" will be accepted. For Downloaded form, the price of the form should also be submitted along with the fees.
- Migration Certificate will be sent by post (enclose a self addressed stamped envelope) / hand delivery for 'urgent' and 'on date' cases as desired by the applicant.
- Incomplete application will not be considered. The matter of granting/issuing Migration Certificate is subject to satisfying all the stipulations stated above.
- Application forms completed in all respect with relevant documents must be submitted personally / through authorised messenger / by post only.
- Application must be accompanied with an attested copy of Mark sheet/ Certificates of last examination Passed from this university and Original Registration certificate (which will be returned with the Migration Certificate.)
- If required, mark-sheets & other testimonials (in original) will have to be produced by the students.
- Students who got registered under this University and did not complete his/her course have to produce a certificate from concerned College/Institute/Department and the application should be forwarded by that authority.
- If a student is not already registered under this University, he/she will have to be registered first under the University before applying for having Migration Certificate in his/her favour.
- In case of foreign student, this application is to be forwarded through the concerned High Commission/Embassy after fulfilling the above requirements.