

# UTKAL UNIVERSITY OF CULTURE

## APPLICATION FORM FOR ISSUE OF MIGRATION CERTIFICATE

(TO BE FILLED IN BY THE STUDENT)

From : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

To :

The Registrar,  
Utkal University of Culture, Bhubaneswar

(Through the H.O.D./Principal/\_\_\_\_\_ Deptt./College)

Sir,

I beg to request you to 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 of Culture held in the month of \_\_\_\_\_ of 200\_\_ with Roll No. \_\_\_\_\_ having been sent up from \_\_\_\_\_ College or I am at present reading in \_\_\_\_\_ year/class in \_\_\_\_\_ College. My University Registration No. \_\_\_\_\_ of 2000\_\_. I am leaving this University to take up \_\_\_\_\_ course in the said University. I have deposited the prescribed fee of Rs. 50/- in the \_\_\_\_\_ Bank, \_\_\_\_\_ Branch/in the University office on \_\_\_\_\_ sent the amount by M.O. and the receipt in support of my payment is enclosed herewith.

In the circumstances, I request that the Migration Certificate 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

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

ATTESTED

# UTKAL UNIVERSITY OF CULTURE

## INFORMATION REQUIRED FOR ISSUE OF A MIGRATION CERTIFICATE

(To be filled in by the Institution recommending the application)

1. Name of the College :
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 the Class in which he/she is reading. :
4. Whether the Fee of Rs.50/- has been paid to the University direct or credited to the University Account in the Bank (Name of the Bank should be stated and the receipt should be attached) :
5. Date of Birth as entered in the College 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. Registration No. as a student of this University :
9. Date of Leaving the College :
10. Conduct and Character of the student during his/her College career. :
11. Opinion of the Principal/Head of the institution as to the University's granting the applicant a Migration Certificate :
12. Name of the University and the Course the student wants to take in the University he/she wants to join. :
13. Whether Registration Receipt is enclosed :

Memo No. ....

Date : .....

Forwarded to the Registrar, Utkal University of Culture, Bhubaneswar along with the application of Mr./Ms. \_\_\_\_\_ (in original) with reference to his/her Letter No. \_\_\_\_\_ dated \_\_\_\_\_ for necessary action.

PRINCIPAL

\_\_\_\_\_ COLLEGE

(Seal of the Institution must be used)

### RULES AND INSTRUCTION

- (A) Regular students intending to obtain a Migration Certificate from the University should apply for the same through the Head of the Institution last studied under this University.
- (B) Non-collegiate student who has not attended any college under this University but registered name as student of this University should submit his/her application 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.