

SREENARAYANAGURU OPEN UNIVERSITY

KOLLAM

APPLICATION FOR MIGRATION CERTIFICATE

Details of fees paid: (Attach Receipt)

Bank Ref /Receipt No :.....Date.....Amount.....

01	Name of the Student as enrolled in the University Records (in CAPITAL LETTERS)				
02	Age, Date of birth of the candidate		Gender		
03	Name of father or guardian				
04	Present Postal address of the candidate with Pin Code & Phone /Mob No .				
05	Mention below details of the candidate				
	i. Enrollment No				
	ii. Programme of study and year				
	iii. Date of leaving				
	iv. Centre of Examination				
	v. Learner Support Centre & Regional Centre				
06	Details of the examination of the last studied course of this University.	Semester	Enrollment No. ,Year & month	Name of Exam & subject	Passed/ Failed/ Absent
07	No. and Date of the TC issued by the University				

Certified that the particulars furnished above are true and correct to the best of my knowledge and that I have not joined for any course under Sreenarayanaguru Open University after(Give the date of leaving the Institution).

Station:Date:

Signature of the Candidate

PTO.

I have no objection to a Migration Certificate being issued to the candidate who was a student of the.....Program. TC No.....Dated..... has been issued to the candidate by this University.

Office Seal

Signature of the Regional Director

with designation seal

INSTRUCTION TO THE APPLICANTS

1. No Migration Certificate will be issued to candidates who are not eligible for admission to University to University course of studies. Only those candidates who have registered as matriculates of this university will be issued the Migration Certificate.
2. candidates who discontinue their course of study should attach copy of Transfer Certificate
3. The Migration Certificate will be issued only after the publication of results of the examination registered for by the candidate including the results of improvement/reappearance if any. Otherwise, the candidates should get the course & examination registration canceled as per the relevant rules of cancellation followed and a copy of the cancellation memo should be enclosed along with the application if the migration certificate is required prior to the publication of results of the examination.
4. Copies of all mark lists including consolidated mark list and mark lists issued after Revaluation change/Grace mark etc; and copy of the Degree/Provisional Certificate should also be submitted along with the application.
5. A candidate will not be issued a Migration Certificate more than once. However if the original Migration Certificate issued to the candidate has been lost irrecoverably a duplicate will be issued on submission of application completed in all respects (as in the case of Original Migration) Superscribing “ Application for the issue of Duplicate Certificate” and on remittance of the prescribed fee. Moreover an affidavit on a stamp paper (Rs.100) signed by the candidate to the effect that the Original Migration certificate issued to the candidate has been lost irrecoverably and that it has not been utilized for the purpose for which it was issued duly attested by Notary Public may also be enclosed with the application.
6. Fee can be remitted through online payment/Bank transfer to Sreenarayanaguru Open University. Fee once remitted will not be refunded.
7. Enclose a self addressed sufficiently stamped envelope for receiving migration certificate by registered post (20gms.)