



West Bengal University of Technology

BF-142, Salt Lake, Kolkata-700064

Form of Application for Migration Certificate

Certificate Fee :

Ordinary Fee - Rs. 220/-

Urgent Fee - Rs. 320/-

Read the instructions on the reverse carefully before filling in this form

1. Full name of the applicant in block letters
(According to the Registration Certificate)
2. Name in Bengali Script
(In case of Bengali-speaking students only)
3. Name of applicant's father
4. Registration Number with the year of Registration No
Registration of this University of 20 20
5. Complete address of the applicant
(In block letters)
6. Date of payment of Migration fee (Receipt
showing payment of the fee should be
enclosed with this form).
7. Name of the college where from his/her
name was registered first under this
University.
8. The names of different examinations of Examination Roll No. Year
this University he/she passed or appeared
at. (Rolls and Numbers as also the year of
examinations should be stated).
9. Reasons of Migration
10. Name of the college or institute under this
University where the student studied last.

.....
(Signature of the applicant in full)

Date

.....
Signature of the Head of the Institution with his Official Seal under this
University where the applicant studied last.

Gazetted Officer or Principal of any college under this University
(For Non-collegiate students only.)

* (See Rule No. 3 on reverse side).

N.B. – Original registration certificate and original marksheet of the last examination under this University will have to be shown at the time of verification by the dealing section before paying the fees to the University.

PER BOOK POST

From :-

To

OFFICE OF THE REGISTRAR,

West Bengal University of Technology,

BF-142, Salt Lake, Kolkata - 700064

INSTRUCTIONS

1. The documents may not be delivered by Post. It should be collected by the candidate or his authorised person with University receipt obtained on payment of fees.
2. The ordinary fee for the issue of a Migration Certificate is Rs. 220/- only which should be deposited to the University through Bank Demand Draft in favour of West Bengal University of Technology or in Cash.
3. The urgent fee for the issue of a Migration Certificate is Rs. 320/- only which should be deposited to the University in the manner stated in Sl. No. 1 above. Migration Certificate will be issued within 3 to 7 working days from the date of payment of the fee.
4. Migration Certificate is not issued in favour of a student whose name has not been registered under this University.
5. *Documents to be produced at the time of verification :-*
 - a) Pass Certificate/Marksheet (in original) of the examination of this University in which the candidate appeared last.
 - b) Registration Certificate (in original) should be deposited to the University alongwith the migration form.
6. **Ordinarily**, Migration Certificate will be issued after 20 clear working days from the date of payment of migration certificate fee. Migration Certificate will be issued after 10 clear working days from the date of payment of 'Urgent fee'.
7. In case of Bangladesh this form should be forwarded through the High Commissioner for Bangladesh in India, Kolkata, after fulfilling the above mentioned requirements.