



Serial No.

WEST BENGAL STATE UNIVERSITY
BERUNANPUKURIA, MALIKAPUR, KOLKATA – 700126
Form of Application for Migration Certificate

Form Price + Certificate Fee:
Normal : Rs. 150/-
Urgent : Rs. 450/-
Tick the appropriate box

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

1. Name in full of the applicant (in block letters)
(according to the Registration Certificate)
2. Name of the applicant's Guardian
(according to the Registration Certificate)
3. University Registration Number with the year Reg.No. of the Year
4. Complete address of the Applicant
(in block letters)
5. Ph. No. Mobile Land
6. Date of Payment of Migration fee to the University
(fees payment receipt should be enclosed with this form)
7. Name of the college where form his/her name was registered
first under this University
8. The name of different examinations of this University Examination Roll No. Year
he/she passed out
(Roll numbers and also the year of Examinations
should be stated)
9. Reasons for Migration
10. Name of the college under this University
where the student studied last

a) Signature of the Head of the Institution under this
University where the applicant studied last with seal
(Applicable for Regular/Collegiate students only)

OR

b) Of the University Officer / Gazetted Officer
Principal of any college under this University with
Seal (Applicable for Non-Collegiate students and
outstationed applicants)

Signature of the applicant in full

Date



WEST BENGAL STATE UNIVERSITY
BERUNANPUKURIA, MALIKAPUR, KOLKATA – 700126

From:
OFFICE OF THE REGISTRAR
WEST BENGAL STATE UNIVERSITY
BERUNANPUKURIA, P.O- MALIKAPUR
KOLKATA – 700126

To.....
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INSTRUCTIONS

1. The fees for the issue of a Migration Certificate is Rs. 150/- (normal case) and Rs. 450/- (urgent case) only which should be deposited at the University Finance Department by a Demand Draft in favor of West Bengal State University payable at Barasat/Kolkata. No M.O will be accepted/ Migration Certificate will be issued minimum 1 month for normal cases and 10 working days for urgent cases from the date of Payment of the fees.
2. For outstation candidates the original Registration Certificate and the attested photo copies of Registration certificate & last passed examination Marksheet/Certificate are to be forwarded along with the Application Form (duly attested by a Gazetted Officer).
3. Migration Certificate is not issued in favor of student whose name has not been registered under this University.
4. Migration Certificate is not issued in favor of a student who has appeared at any examination under this University but the result of the same has not been published. In such a case Migration Certificate will be issued only after the result have been published.
5. PG students who have completed their post graduation from WBSU affiliated colleges, there must be written “ (TRUE COPY, VERIFIED” and then signature of the Principal/TIC)” in the Xerox copies of their semester mark sheets.
6. PG students who have completed their post graduation from WBSU campus, they have to provide clearance certificates from WBSU Finance & WBSU Library section.
7. All original documents of the University such as Registration & ID card, all marksheets (I+II+III), Admit Cards have to be produce at the time of verification:
(Xerox copies must be attested by Gazetted Officer & also with self attestation by the student)
 - a) Pass Certificate / all Mark sheets (I+II+III) (Xerox) of the examinations of this University in which the candidate appeared.
 - b) Registration Card (Xerox & Original) of this University
 - c) University ID Card (Xerox & Original).
 - d) College Leaving Certificate (Original)
8. In case of student of Bangladesh this form should be forwarded through the Dy. High Commissioner for Bangladesh in India, Kolkata after fulfilling the above mentioned requirements.
9. For taking Migration, candidates from other than WBSU admitted the affiliated colleges/at University Campus for doing Post Graduation/B.Ed their Migration Certificate from other Universities is required , if not submitted. Otherwise they will not eligible for taking Migration.

Important Time Schedule

Important Time Schedule	
Migration Form Withdrawing	11:30 am to 01:00 p.m (Monday to Friday)
Migration Form Submission	01:00 p.m to 02:00 p.m (Monday to Friday)
Withdrawing Migration Certificate	03:00 p.m to 04:00 p.m (Monday to Friday)

[** Fill up all the fields in Migration Form, Incomplete form will be rejected**]