

Sl. No.

DIAMOND HARBOUR WOMEN'S UNIVERSITY

Sarisha, Diamond Harbour Road, South 24 Parganas, 743368

APPLICATION FORM FOR OUTWARD MIGRATION CERTIFICATE



**Read the instruction carefully
before filling up the form**

Rates of fee:

Rs. 200/- (Only Demand draft/Cash will be accepted)

To
The Registrar
Diamond Harbour Women's University
Diamond Harbour, 24 pgs (s),
West Bengal – 743331

Sir,
I am to request you to be so kind as to grant/ issue a Migration Certificate in my favor 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. Name of the student (In block letters)
 - a) in English according to Registration Certificate :
 - b) in Bengali :
 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 & roll number of this University with year of registration (Xerox copy of registration certificate to be enclose):
5. Department, Degree/Course of the student :
6. Address with Pin Code and Contact Number should be mentioned here :
7. Particulars of fee deposited (Draft No. with date/for cash

Deposit photocopy of receipt is to be attached) :

.....
Signature of the student in full

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

Date:

Registrar
Office seal

Checked

Dealing Assistant :

Superintendent :

Deputy/Asstt. Registrar:

INSTRUCTIONS

1. Fees should be deposited in cash at the Administrative Building of Diamond Harbour Women's University as outward migration fee. Only Demand draft in favor of "Diamond Harbour Women's University" payable at "Diamond Harbour" will be accepted. For Downloaded form, the price of the form should also be submitted along with the fees.
2. Migration Certificate will be sent by post (enclose a self-addressed stamped envelope). Incomplete application will not be considered. The matter of granting/issuing Migration Certificate is subject to satisfying all the stipulations stated above.
3. Application forms completed in all respect with relevant documents must be submitted personally/through authorized messenger/by post only
4. Application must be accompanied with an authenticated copy of mark sheet/Certificate of last examination passed from this University. If required, mark sheet & others testimonials (in original) will have to be produced by the students.
5. Students who got registered under this University did not complete her course have to produce a certificate from concern Department and the application should be forwarded by the authority.
6. If the student is not already registered under this University, she will have to be registered first under the University before Applying for having Migration Certificate in her favor.
7. In case of foreign student, this application is to be forwarded through the concerned High Commission/Embassy after fulfilling the above requirements.
8. Students are encouraged to apply at least 15 days in advance.

Diamond Harbour Women's University

Sarisha, Diamond Harbour Road, South 24 Parganas, 743368

NO DUES FORM

- **Name:**
- **Roll No.:**
- **Department:**
- **Registration No. with Year:**

You are requested to check the clearance of the student:

Sl.No.	Dept./Office	Statement	Signature
1	H.O.D		
2	Controller of Examinations		
3	Library		
4	Finance Officer		
5	PG Girl's Hostel Convener		

- After gating signature from the concern departments the students are requested to submit this form in the office of the University