

MAHATMA GANDHI UNIVERSITY

(Established by Kerala State Legislature by Notification No.3431/Leg.CI/85/Law dt.17-4-85)

APPLICATION FOR MIGRATION CERTIFICATE

1. Name of the student as entered in the S.S.L.C Book (in CAPITAL LETTERS)			
2. Age, Date of birth & Sex			
3. Name of the College/School last studied with Year and Course of Study			
4. If registered as a Private candidate of the University for PDC/DC/PG, state Private Registration Memo No., Year and Centre of Examination			
5. Name of the District in which the School/ College is situated.			
6. Details of 1st Admission to the University	College	Course	Year
7. If the candidate is re-admitted to this University after a course of study in other universities, state the year in which and College to which first admitted in the University.			
8. The School from which the student appeared for S.S.L.C Examination : the year of Passing and Register Number			
9. Last Examination of this University for which the student was a candidate Reg.No. and year (with month) in respect of each part/semester of the examination whether passed or not (Reg.No and year of Second year and Final year exam.in the case of B.A/B.Sc and B.Com students).Change in the centre of exam.if any,give Reg.No,Year and Name of the Centre			
10. The application must be endorsed by the Principal/ Head master of the college/school in which the student last studied.Number and date of T.C and duration of the course last attended should be noted. College/School Seal			
11. Name of Father/Guardian			
12. Name of the University and the course to which the student proposes to join			
13. Address to which the migration certificate should be sent with Pin Code (CAPITAL LETTERS) .			
Station: Date	Phone No.	Signature of the Applicant	

**FOR OFFICE USE
VERIFICATION REGARDING MATRICULATION**

Matriculated through / vide

Section	Assistant	Section Officer	Date
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Verification of the resultsof the candidate’s Examination,Name of the Candidate

Name of the Exam.....

Register No.of the Candidate	Year & Month	Result/Remarks
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Part I

Part II

Part III

Part IV

Section	Assistant	Section Officer	Date
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INSTRUCTIONS TO APPLICANTS

1. Applicants must be careful in entering the details regarding career in the applications viz; correct year of admission to the pre-degree or degree classes , college to which admitted, correct register number with month & year of the last examination passed and the institution last attended. All the columns should be filled in with utmost care.
2. Application form will be supplied on requisition to the Controller of Examinations enclosing self attested and stamped envelope along with chalan,/DD for the cost of application form.
3. All candidates should attach a copy of the marklist/certificates of the University exam they passed.
4. Private candidates should furnish the name of examination and centre with register number and year with month for which they first appeared and state whether they remitted the fee for registration as matriculates. They should also forward with the application a certificate from a Gazetted Officer regarding their pass at the University Examinations or an attested copy of the marklists/certificates.
5. Candidates who have passed the S.S.L.C Examination may forward their S.S.L.C book and T.C in original for verification and return along with their application for migration certificate.
6. No migration certificate will be issued to candidates who are not eligible for admission to University course of studies.
7. Candidates who have passed the S.S.L.C Examination at a sitting from Schools within the territorial jurisdiction of the Kerala University from 1983 October onwards are not eligible to get Migration Certificate from the University.
8. A candidate will not be issued a Migration Certificate more than once. However if the original Migration Certificate issued to a candidate has been lost irrecoverably, a duplicate will be issued on remittance of Rs.400/- towards fee together with an application . An affidavit worth Rs.50/- of the Notary Public 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 may also be accompanied by the application

Note:

1. The application should be forwarded through the Principal/Head Master of the College/School where the dtudent studied last with a chalan receipt from University Cash Counter or D.D for Rs.100/- (Head of Account M.G.U.F)drawn in favour of the Finance Officer ,Mahatma Gandhi University , payable at SBT, University Campus.
2. Applicants who have passed S.S.L.C Examination and have not undergone any course of study under the University should remit a fee of Rs.150/- for Matriculation and Migration Certificate.
3. The fee sent from outside Kerala State by M.O will be accepted only if the purpose is noted on the M.O Coupon as “Fee for Migration Certificate”. M.O sent from within the Kerala State will not be accepted Postal Orders and Cheques will not be entertained.
4. Fee once remitted will not be refunded.
5. Candidates who are applying for Migration Certificate or Duplicate Migration Certificate should remit Rs.50/- as search fee after one year of examination.Rs.100/- after 5 years and Rs.250/- after 10 years.
6. If the candidate has registered for the exam if the results of the examination taken by the candidates are not published at the time of applying for Migration Certificate he/she should attach a letter from the Principal along with the application stating that he/she has not been involved in any malpractices in the University Examinations concerned.

