



NORMAL ISSUE
URGENT ISSUE
ONE DAY ISSUE

Rs. 5

Due Date:.....

MANIPUR UNIVERSITY
APPLICATION FORM FOR MIGRATION CERTIFICATE
(University Original Registration Certificate to be attached hereto)

Please read the rules overleaf before filling in the form.

1. Name in full
(in Block Capitals)
2. Father's name in full
(in Block Capitals)
3. Registration Number (with year of registration)
4. Date of payment of migration fee
* Cash Receipt No. Date
- * Crossed I.P.O./Bank Draft No. Date
- (strike off which is not necessary)
5. Name of the College/Department where the student read last
-
6. The Roll No. with year in the last University Examination (Name of Examination to be stated) he/she passed or appeared Examination 20 ... Roll
7. Reason for migration
8. Complete address
(A self address envelope with registered postal stamp must be accompanied in case the Migration certificate has to be sent by post).

Date

Signature of applicant

Memo No.

Forwarded and recommended. The name and other particulars of the application have been checked, verified and found correct.

Date

Signature of the Head of the Department/Principal
Office Seal.

FOR OFFICE USE

Migrated on

Certificate No.

Certificate prepared and ready for issue

Scribe

SA/So

Dy. Registrar

RULES

- (a) An applicant of a Migration Certificate who is studying in any college or has passed any examination of this University should submit this application through the Head of Department/Principal under this University in which he/she is prosecuting or prosecuted his/her studies last or through which he/she appeared at the last examination.
- (b) Migration Certificate is issued only to a registered student of this University. Students who have not yet been registered under this University should first get themselves registered through the HOD/Principal; otherwise no Migration Certificate shall be issued.
- (c) No action will be taken unless the prescribed fee and Original Registration Certificate are received in this office. The prescribed Migration fees are as follows:
 - i. NORMAL Rs. 500 (Certificate will be issued after 15 working days from the receipt of the application form).
 - ii. URGENT Rs. 600 (Certificate will be issued after 5 working days from the receipt of the application form).
 - iii. ONE DAY ISSUE Rs. 700 (Certificate will be issued on the same day at 2 p.m.)
- (d) Fees should be sent by crossed IPO/Bank Draft payable to the Registrar, Manipur University, Imphal – 795 003 or by cash at the University Cash Counter and copy of challan.
- (e) For the P.G. students of the University, Certificate shall be issued only on submission of no-due certificate from the HOD, the Librarian, the Finance Officer and the Warden of the concerned Hostel.
- (f) No Duplicate Migration Certificate shall be issued except in very exceptional cases when the loss of the Original is proved by affidavit, Police report, publication in at least one local daily, etc. and a fee of Rs. 600 is paid.
