

SOP - Migration Certificate

A student, seeking to obtain a migration certificate, shall have to make request on the prescribed application form. The application form can be purchased from the Accounts Department. The application form shall be valid for 15 days from the date of issue by accounts department .

The filled application form, duly forwarded by the Dean/ Principal enclosing the self-attested statement of marks of last examination of participated by student and a copy of intern-ship completion certificate (if applicable)is to be submitted in the Registrar Office.

In general, it takes 5 to 7 days in preparing the migration certificate. On receipt of application, the details furnished will be verified from the records maintained at the Registrar Office. If the details furnished are in order, the certificate will be processed. In case of any discrepancy/deviation, the student will be communicated by email.

The migration certificate shall have to be collected by the student from the Registrar Office in person only. In special circumstances, it can be handed over to the authorized representative of the student, provided the authorization made by the student is duly supported by a certified copy of photo and signature identity.