



Serial No: 1185

# COCHIN UNIVERSITY OF SCIENCE & TECHNOLOGY

## APPLICATION FOR MIGRATION CERTIFICATE

1. Name of the student as entered in the University records. Indicate Male (M) or Female (F) within brackets.																																																								
2. Name of the College/Department last studied with year and course of study (B.Tech/B.Sc. Engg./MSc. Engg./M.A./M.Sc./MBA/LLM Examinations etc).																																																								
3. Name of the District in which the College/Department is situated.																																																								
4. Candidates admitted to this University after a course of study in other Universities should state the year in which and the Department/College at which first admitted to this University.																																																								
5. Last Examination of the University for which the student was a candidate. Reg. No. and year (with month) in respect of each semester/non-semester examination whether passed or not.	<table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="width: 10%;">Semester/ Non- semester</th><th style="width: 10%;">Reg. No.</th><th style="width: 15%;">Year with month</th><th style="width: 15%;">Name of Exam.</th><th style="width: 10%;">Re- ma- rks</th></tr></thead><tbody><tr><td>I</td><td></td><td></td><td></td><td></td></tr><tr><td>II</td><td></td><td></td><td></td><td></td></tr><tr><td>III</td><td></td><td></td><td></td><td></td></tr><tr><td>IV</td><td></td><td></td><td></td><td></td></tr><tr><td>V</td><td></td><td></td><td></td><td></td></tr><tr><td>VI</td><td></td><td></td><td></td><td></td></tr><tr><td>VII</td><td></td><td></td><td></td><td></td></tr><tr><td>VIII</td><td></td><td></td><td></td><td></td></tr><tr><td>IX</td><td></td><td></td><td></td><td></td></tr><tr><td>X</td><td></td><td></td><td></td><td></td></tr></tbody></table>	Semester/ Non- semester	Reg. No.	Year with month	Name of Exam.	Re- ma- rks	I					II					III					IV					V					VI					VII					VIII					IX					X				
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6. Details of M.O. receipt/cash receipt/pay-in-slip at S.B.T. Thrikkakara Kochi-682 022, for Rs. 30/- (The prescribed fee).	<table style="width: 100%;"><tr><td>M.O. Receipt No. ....</td><td>Date .....</td></tr><tr><td></td><td>Amount .....</td></tr><tr><td>Cash Receipt No. ....</td><td>Date .....</td></tr><tr><td></td><td>Amount .....</td></tr><tr><td>Bank Receipt No. ....</td><td>Date .....</td></tr><tr><td></td><td>Amount .....</td></tr></table>	M.O. Receipt No. ....	Date .....		Amount .....	Cash Receipt No. ....	Date .....		Amount .....	Bank Receipt No. ....	Date .....		Amount .....																																											
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7. Name of father or guardian																																																								
8. Age and Date of birth of the candidate																																																								
9. The University which the student proposes to join																																																								
10. Address to which the migration certificate should be sent																																																								

Station :

Date :

Signature of Applicant

[ P.T.O. ]

Verification of results of the candidate's examination by the office.

Name of Exam.	Year & month	Reg. No. of the candidate	Semester/ Non semester	Passed/ Failed	Class	Remarks
			I			
			II			
			III			
			IV			
			V			
			VI			
			VII			
			VIII			
			IX			
			X			

Section Asst.

Section Officer

Asst. Registrar (Exam.)

**Endorsement by the Principal of the College/Head of the Department**

I have no objection to a migration certificate being issued to the student. The leaving (transfer) certificate No. .... dated ..... has been issued to the student whose conduct has been satisfactory throughout .....

Signature of the Principal/Head of the Department

College/Department Seal

College/Department

Date

**INSTRUCTIONS TO CANDIDATES**

1. Applicants must be careful in entering the details regarding their academic career in the application viz. Correct year of admission to the course/college/department to which admitted, correct Register No. with month and year of the last examination passed and the institution last attended. All the columns should be filled in with utmost care.

2. Migration certificate will not be issued to a candidate more than once. However if the original migration certificate issued to a candidate has been lost irrecoverably a duplicate will be issued on receipt of a S.B.T. receipt/M.O. receipt or cash receipt for Rs. 75/- towards fee together with a request for the same. A declaration of the candidate to the effect that the original migration certificate has been lost irrecoverably and that it has not been utilised for the purpose for which it was issued may also be accompanied by the requests.

Note : 1. The application should be forwarded through the Principal/Head of the Department where the candidate studied last.

2. The fee sent by M.O. will be accepted only if the purpose is noted on the M.O. coupon "Fee for migration certificate" - Postal order, cheques and drafts will not be entertained.

3. Fee once remitted will not be refunded.

4. Search fee has to be remitted by candidates who apply for migration certificate five years or more after the examination.