



**MAULANA ABUL KALAM AZAD UNIVERSITY OF TECHNOLOGY,
WEST BENGAL**

Main Campus : Haringhata, Nadia – 741249.

City Campus : BF-142, Sector-I, Saltlake, North 24 Parganas, Pin-700064

Instructions for Outgoing Migration

1. Migration Certificate will not be issued in favour of a student whose name has not been registered under this University.
2. Migration Certificate will not be issued in favour of a student who has appeared at any examination under this University but the result of the same has not been published. In such a case Migration Certificate will be issued only after the result have been published.
3. Migration Certificate will not be issued in favour of a student whose studentship is pending under Hon'ble Judicial consideration. In such a case Migration Certificate will be issued only after the judgement have been announced by the Hon'ble Court.
4. In case of foreign students, this form should be forwarded through the High Commissioner / Deputy High Commissioner for the respective foreign Country in India, after fulfilling the above mentioned requirements.
5. Documents to be submitted along with this form :-
 - i) A self-attested copy of the Registration-Certificate or Duplicate-Registration Certificate of the University;
 - ii) A self-attested copy of Admit Card of last appeared examination of the University's Examination;
 - iii) A self-attested copy of the last Marksheet issued by the University;
 - iv) A self-attested copy of Degree Certificate issued by the University;
 - v) A self-attested copy of College Leaving Certificate issued by the affiliated College;
 - vi) A self-attested copy of Aadhar / Ration / Voter / PAN Card or Passport.
6. Those who intend to collect Migration Certificate in-person, the candidate shall have to submit the following by hand at Migration Section of the University :-
 - a) Duly filled-up Migration Form;
 - b) necessary document (as stated in Sl. 5);
 - c) Bank Challan duly paid of **Rupees 1020/-**-(for **VERY URGENT** means within day) / **Rupees 520/-**-(for **URGENT** means within 3 days) / **Rupees 320/-**-(for **ORDINARY** means within 7 days) at University Branch of the Bank.

N.B. : Candidate shall be liable to show/exhibit the Original-Registration/Duplicate-Registration (as the case may be)
7. Those who intend to collect Migration Certificate through post within India, the candidate shall have to send the following document through post addressed to **“THE REGISTRAR, MAULANA ABUL KALAM AZAD UNIVERSITY OF TECHNOLOGY, WEST BENGAL, Haringhata, Nadia - 741249”** (and should be superscripted **“OUTGOING MIGRATION SECTION”**) :-
 - a) Duly filled-up Migration Form;
 - b) Necessary document (as stated in Sl. 5) along with Original Registration Certificate;
 - c) Bank Draft of **Rupees 1520/-** in favour of **MAULANA ABUL KALAM AZAD UNIVERSITY OF TECHNOLOGY, WEST BENGAL**, payable at **Kolkata**;
 - d) Self-addressed envelope (A4 size), for sending the Migration Certificate

N.B. : Original Registration Certificate will be returned along with the Migration Certificate by return mail



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Form of Application for Outgoing Migration Certificate

1	Name of the Candidate (Full Name) (in BLOCK LETTERS)	
2	Name of the applicant's father/mother	
3	Registration Number with year of Registration of the University (Please attach self-attested copy of Registration Certificate / Duplicate-Registration Certificate)	
4	Details of last examination appeared at MAULANA ABUL KALAM AZAD UNIVERSITY OF TECHNOLOGY, WEST BENGAL [Please attach self-attested copy of last Admit Card, Marksheet & Degree Certificate (if any)]	
5	Name of the affiliated-College under this University where the student studied last (Please attach self-attested copy of College Leaving Certificate as issued by affiliated-College where the student studied last)	
6	Reason for leaving MAULANA ABUL KALAM AZAD UNIVERSITY OF TECHNOLOGY, WEST BENGAL	
7	Address as per Aadhar Card / Voter Id / PAN / Ration Card / Passport No. of the candidate (Please attach self-attested copy of Aadhar Card / Voter Id / PAN / Ration Card / Passport)	
8a	For collecting Migration in person / by hand :- Bank Challan Number with date and amount (Please attach original Bank Challan duly-paid at University's Branch of Bank)	
b	For collecting Migration though post :- Bank Draft Number with date and amount (Please attach original Bank Draft along with self- addressed A4 size envelope)	
9	Whether any litigation is pending at Court during his/her studentship ? If Yes, please specify	

Date :

Place :

(Full Signature of the candidate)