



Serial No.....

WEST BENGAL STATE UNIVERSITY
Berunanpukuria, Malikapur, Kolkata- 700126
Form of Application for Migration Certificate

Form Price + Certificate Fee:
Normal: Rs. 150/-
Urgent: Rs. 450/-
Tick the appropriate box

Read the instructions on the
reverse
carefully before filling in this form

1. Name in full of the applicant (in block letters)
(According to the Registration Certificate)
2. Name of the applicant's Guardian
(According to the Registration Certificate)
3. University Registration No. with the year Reg.No..... of the year.....
4. Complete address of the applicant
(in block letters)
5. Phone No. Mobile..... Land
6. Date of payment of Migration fee to the University
(fees payment receipt should be enclosed with this form)
7. Name of the College where form his/her name was
Registered first under this University
8. The name of different examinations of this
University he/she passed out
(Roll Numbers and also the year of Examinations
Should be stated)
9. Reasons for Migration
10. Name of the college under this University
Where the student studied last

a) Signature of the Head of the Institution under this
University where the applicant studied last with seal
(Applicable for Regular/Collegiate students only)

OR

b) of the University Officer/Gazetted Officer Principal
of any college under this University with Seal
(Applicable for Non-Collegiate students and
out stationed applicants only)

.....
Signature of the applicant in full

Date:



From:
OFFICE OF THE REGISTRAR
WEST BENGAL STATE UNIVERSITY
BARASAT, BERUNANPUKURIA, MALIKAPUR
KOLKATA – 700126

TO, THE REGISTRAR (OFFICIATING)
WEST BENGAL STATE UNIVERSITY
BERUNANPUKURUIA, MALIKAPUR,
P.S – DUTTAPUKUR, NORTH 24 PARGANAS
KOLKATA – 700126

INSTRUCTIONS

1. The fees for issue of a Migration Certificate is Rs. 150/- only (normal case) and Rs. 450/- only (urgent case) only which should be deposited at the University through Online mode. **(Click wbsuregistration in Google. Open Fees Payment options then click the other fees option and put your Registration no. and the year for payment)**. Migration Certificate will be issued after a period of 1 month for normal cases and 10 working days for urgent cases from the date of Payment of the fees.
2. For outstation candidates the original Registration Certificate and the attested photo copies of Registration certificate & last passed examination Marksheet/Certificate are to be forwarded along with the Application Form (duly attested by a Gazetted Officer).
3. Migration Certificate will be issued to only registered students of WBSU on successful completion of the entire course from this University and proper verification of the records of the student. Migration Certificate will not be issued in case of any backlog in the result.
4. **A Migration Certificate cannot be issued/applied unless the course has been successfully completed. In that case, an application must be submitted to the Registration Department for a Registration Cancellation Certificate.**
5. PG students who have completed their post graduation from WBSU affiliated colleges, the application must bear “(TRUE COPY, VERIFIED)” and then signature of the Principal/TIC” in the Xerox copies of their semester mark sheets.
6. PG students who have completed their post graduation from WBSU campus, they have to provide clearance certificates from WBSU Finance & WBSU Library Section.
7. **All Original documents of the University such as Registration Cert. ID card, Admit Card and all marksheets of all courses undertaken under this University have to be produce at the time of verification:**
(Xerox copies must be attested by Gazetted Officer & also with self attestation by the student)
 - a) Pass Certificate / all Mark sheets (Xerox) of the examinations of this University in which the candidate appeared.
 - b) Registration Card (Xerox & Original) of this University
 - c) University ID Card (Xerox & Original).
 - d) College Leaving Certificate (Original) **all candidates should bring all Original documents of all courses undertaken under this University. (UG, PG, B.Ed, Sp. B.Ed, Law)**
8. In case of student of Bangladesh this form should be forwarded through the Dy. High Commissioner for Bangladesh in Kolkata, India after fulfilling the above mentioned requirements. In case of the other foreign students it should be forwarded from the competent authority of the concerned Embassy, Kolkata, India.
9. For collection of Migration Certificate the student has to be present himself / herself in person. If not possible, then a letter of authorization to be produced by the candidate stating to collect the migration certificate with proper valid reasons. Only the parents (Father / Mother) are authorized to collect the same on behalf of the student. The person should bring his/her ID proof (Aadhar/PAN) and proper ID proof of the candidate.

Important Time Schedule	
Migration Form Submission	01:00 p.m to 04:00 p.m (Monday to Friday)
Withdrawing Migration Certificate	01:00 p.m to 04:00 p.m (Monday to Friday)

[** Fill up all the fields in Migration Form, Incomplete form will be rejected**]