



Guru Gobind Singh Indraprastha University
Sector-16-C, Dwarka, New Delhi- 110078

No.F.GGSIPU/Misc./2020-21/ 1333

Dated the 26 February, 2021

Process for issue of Migration Certificate by the University

Specimen copy of application form along with the instructions for "Migration Certificate" is attached for information to all the students of Guru Gobind Singh Indraprastha University who have successfully completed their studies i.e. Graduation / Post Graduation or Ph.D. from University School of Studies or University Affiliated Colleges.

It is form information that only the students who have completed his/her studies in the University School of Studies or University Affiliated Colleges and subsequently have taken admission in some other Universities to pursue any other programme shall be eligible to apply for obtaining the Migration Certificate from GGS Indraprastha University.

The students who have though completed studies in University School of Studies or University Affiliated Colleges but have not taken admission in any other University are not eligible to apply for Migration Certificate.

The student who is eligible to get a Migration Certificate issued to the his/her new University must submit the application in the prescribed form along with fee of Rs.500/-. It is also informed that the students applying for issue of Migration Certificate must give correct address of the University in which he/she has taken admission so that the Migration Certificate is issued and posted by the University to the correct address.

The GGSIP University shall also intimate to the student regarding the action taken for forwarding the Migration Certificate to the concerned University where a student has been admitted after completion of studies in GGSIP University.

(Brig. P.K. Upmanyu)
Joint Registrar (Admission)

INSTRUCTIONS

1. The particulars of the student given in the form should correspond with those appearing in the Certificates issued to him/her from time to time. The application form must be signed by the student and in no case by someone else on his/her behalf.
2. Xerox copies of Degree Certificate/ Provisional Certificate and Consolidated Mark Sheet issued by the University submitted should be duly attested and forwarded by the Dean/ Director/ Principal of USS/ Affiliated Institution, last attended by the applicant, along with this request form.
3. The Migration Certificate will be sent to the University where the student has taken admission and as such it is important at the time of filling the form the student fills the form with correct details. **The student may submit the envelope along with address of the University where the Migration Certificate required to be sent.**
4. Prescribed Fee for Migration Certificate is Rs.500/- to be paid at Indian Bank, GGSIP University, Sector- 16-C, Dwarka, New Delhi- 110078. The original receipts of the challan issued by Indian Bank, GGSIP University, Dwarka is to be enclosed with the application form for issue of Migration Certificate.
5. The University is in the process of making provision for submission of application for issue of Migration Certificate through online mode, however, till it is implemented. The students applying for issue of Migration Certificate shall continue to submit the original receipt of the Challan by the Indian Bank, GGSIP University, Dwarka for having paid the approved prescribed fee of Rs.500/- for Migration Certificate.



Guru Gobind Singh Indraprastha University

Sector-16-C, Dwarka, New Delhi- 110078

FORM OF APPLICATION FOR ISSUE OF MIGRATION CERTIFICATE

(To be filled in by the Applicant – Before filling in the form, see instructions on reverse)

1. Name of Applicant : _____
2. Father's Name : _____ Mother's Name: _____
3. University Enrolment No : _____
4. Name of the USS/ Inst/ College from which the candidate passed : _____
5. Particulars of the Programme & supporting Documents
Programme/ Course: _____ Year of Admission: _____
Programme Duration: _____ Year of Passing: _____
Consolidated Mark Sheet: _____ If issued Provisional Certificate: _____
6. Permanent Address : _____
7. Phone No. / E-Mail ID E-Mail ID: _____ Mobile No.: _____
8. Prescribed Fee Amount Paid Rs.500/- Challan No. _____ Dated: _____
9. Name & Postal Address of the University in which the applicant has taken admission : _____
10. The copy of proof of having taken admission : _____
11. Documents of the University/ Institute requiring Migration Certificate for admission : _____

DECLARATION

I solemnly affirm that the information furnished above is true and correct in all respects. I have not concealed any Information. I realize that if any information furnished here is found to be incorrect/ untrue, I shall be liable to action by the University.

Dated: _____

Signature of the Applicant

Certified that the above entries made by the applicant are correct as per records and he/she has paid USS/ Institutions/ College dues. The USS/ Institution/ College has no objection for issue of Migration Certificate him/her by the University.

Dated: _____

Signature of Dean/ Director/ Principal
(With Seal)

(Stamp of USS/ Institution/ College)

Received the above Certificate No. _____ Dated _____ on _____

Dated: _____

Signature of the Applicant