

**FEE SCHEDULE****Mig.Cert.Fee Rs. 50/-**

Please enclose original Bank Challan deposited in the State Bank of India, AMU, Aligarh Branch Code No. 05555.

**OR**

Demand draft in favour of Finance Officer, A.M.U., Aligarh payable at Aligarh (U.P.) India.

Bank Challan No. ....dated..... for Rs. 50/-

Bank Draft No. ....dated.....for Rs. 50/-(Fifty

Only) issued by (Name of Bank) .....

**1. Personal Particular of the Candidate :**

(a) Name:

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(b) Date of Birth

Date	Month	Year

(Pl. attach a attested photocopy of Class X or equivalent examination certificate)

(c) Parent's Name (IN CAPITAL LETTERS)

(i) Father: Mr. ....

(ii) Mother: Mrs.....

\*(d) Last Hall &amp; Hostel .....

(e) Permanent Address: .....

.....

.....PIN 

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(f) Address for Correspondance/mailing the migration certificate in India: .....

.....PIN 

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**2. How do you wish to receive the Certificate ?**

(a) Personally ? (Write Yes/No).....

(b) By registered Post ? (Write Yes/No).....  
(If yes, give mailing address in India in column 1 (f) clearly and enclose postage stamps & self addressed slips as mentioned on next page.

(c) Through a permanent employee of AMU.

(If yes, the candidate may authorize the employee concerned as per proforma given on page 2 and submit the same at the degree counter before taking the migration certificate).

**Office of the Controller of Examinations****(Degree Unit)****ALIGARH MUSLIM UNIVERSITY****ALIGARH (U.P.)-202002****APPLICATION FOR TRANSFER /  
MIGRATION CERTIFICATE**

Regn. No. .... Dated .....

MC No. ....Dated.....

**Photograph (with signature across)  
of the candidate to be attested by  
the Provost (by a gazetted Officer  
in case of Private candidate)**

**(ENTRIES TO BE MADE  
BY THE CANDIDATE  
IN CAPITAL LETTERS)**

Paste here  
(don't Pin or staple)  
a recent Passport  
size Photograph  
and sign across

**3. Particulars of the last course :**

(a) Name of the course.....

Annual/Suppl. ....Division.....

(b) Year of passing .....

(c) School/Faculty Roll No. ....Exam Roll No.....

(d) Enrolment No.....

(e) Result (Pass/Fail) .....

(Please attach photocopy of the mark sheet)

(f) In case of M.Phil/Ph.D.

(i) M.Phil or Ph.D.?.....(ii) Subject.....

**(Pl. attach a Photocopy of notification of M.Phil/Ph.D.)****4. Particulars of Leaving AMU ( Not for Private Candidates)**

(a) Class/Course joined after the last exam. (if any).....

(b) Roll No./ Faculty No. ....

(c) Pl. attach a copy of name removal order.

Date .....

Place .....

Signature of the Candidate

(Not in capital letters)

**P.T.O.****ACKNOWLEDGEMENT (MC)****TO BE FILLED IN BY THE CANDIDATE****(This slip must be produced alongwith the proof of identity at the Degree Counter to receive the document)**

Name of the Candidate

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Applied for issue of migration certificate of ..... exam passed in the year ..... with

Roll No..... Enrolment No. .... Application Regn. No. ....Dated.....

**IMPORTANT: App. form received without checking. If found  
incomplete on scrutiny later on, it will be rejected.**

**Dealing Assistant  
(Degree Unit)**

**P.T.O.**

**CLEARANCE CERTIFICATES \*(Not for Private Candidates)****1. Clearance from the Dean/the Principal concerned:**

The particulars mentioned by the candidate are true. His/her name has been struck off from the rolls w.e.f. (date) ..... vide Memo No. ....dated .....

Seal ..... Signature of the Dean/the Principal  
(Hand written, not stamped)  
Date ..... Name .....

**2. Clearance from the Proctor:**

There is nothing on record to warrant withholding his/her migration certificate. It may, therefore, be issued.

Seal ..... Signature of the Proctor  
(Hand written, not stamped)  
Date ..... Name .....

**3. Clearance from the Provost concerned:**

The particulars mentioned by the Candidate overleaf are true. His/her name has been removed from the hall w.e.f. .... His/her account is clear.

Seal ..... Signature of the Provost  
(Hand written, not stamped)  
Date ..... Name .....

**4. Clearance from the DFO/AFO (Advance):**

(in case of M.Phil./Ph.D. Scholars only)  
The account of the candidate is clear.

Seal ..... Signature of the AFO/DFO  
(Hand written, not stamped)  
Date ..... Name .....

**5. Clearance from the SeminarLib./Book Bank:**

The account of the Candidate is clear.

Seal ..... Authorised Signatory  
Date ..... Name .....

**6. Clearance from the Maulana Azad Library:**

The account of the candidate is clear.

Seal ..... Signature of Dy./Asstt. Librarian  
(Hand written, not stamped)  
Date ..... Name .....

**Conditions/Instructions to the Candidates**

- Each information/verification/document, etc. sought from the candidate, as shown overleaf and above, is an essential requirement for issue of the migration certificate and must therefore be furnished/enclosed.
- For mode of delivery of the migration certificate, please fill in columns 1(f) and 2 overleaf carefully and completely. No change will ordinarily be accepted.
- Caution: No duplicate migration certificate is issued.**
- If the certificate is desired to be collected through a permanent AMU employee, the candidate should authorize him/her in the following proforma and the employee should submit it at the time of taking certificate.
- Issuance of the migration certificate normally takes one week from the date of submission of the application, complete in all respects.
- Fee once deposited is not refundable/adjustable.

**PROFORMA FOR AUTHORITY LETTER**

(To be typed/ written on a separate sheet)

I authorize the following permanent AMU employee, to receive my migration certificate for which I have applied vide Regn. No. .... dated ..... The acknowledgement of the application is enclosed

Dated.....

Signature of the Candidate.....

**PARTICULARS OF THE AUTHORISED PERSON:**

- Signature .....
- Name in full .....
- Designation .....
- Department/Office .....

**ATTESTATION BY HEAD OF THE DEPTT./OFFICE:**

The authorised signatory is a permanent AMU employee working in this Deptt./Office. He/she has signed before me:

- Signature with date.....
- Name in full .....
- Designation .....
- Department/Office .....

Dated ..... SEAL .....

**CHECK LIST : (Please tick the boxes or write 'NA' if not applicable)**

- |  |                          |   |                          |
|--|--------------------------|---|--------------------------|
| 1. All the entries have been made                                    | <input type="checkbox"/> | 6. Clearance certificates against Nos. 1,2,3,5 & 6 also 4 in case of M.Phil./Ph.D.) signed and stamped.           | <input type="checkbox"/> |
| 2. Bank Challan /DD is attached                                      | <input type="checkbox"/> | 7. Postage stamps worth Rs.40/- with 3 self addressed slip of 9x4 cms. size enclosed.                             | <input type="checkbox"/> |
| 3. Photograph of the candidate pasted and signed across              | <input type="checkbox"/> | 8. An attested photocopy of SSC/HS certificate enclosed.  | <input type="checkbox"/> |
| 4. Photograph of the candidate attested as required and seal affixed | <input type="checkbox"/> | 9. A photocopy of certificate of marks of last exam. (or notification in case of Ph.D./M.Phil Scholars) enclosed. | <input type="checkbox"/> |
| 5. The candidate has signed at the end of the form.                  | <input type="checkbox"/> |   |                          |

**IMPORTANT:** The migration certificate will be handed over only either to the candidate or his/her authorized representative holding a permanent position in AMU, on production of documentary proof of identity or will be sent by registered post to the address mentioned in the relevant column. (If postage stamps worth Rs.40/- with three self addressed slip of 9x4 cms. size are enclosed.)