

UNIVERSITY OF DELHI

Received Rs. _____
Receipt No. _____
Dated _____ Cashier _____

Form of Application for Issue of University Certificate (Provisional, Migration, Special, etc.)

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

1. Name of Applicant _____
2. Father's Name _____
3. University Enrolment No. _____
4. Nature of Certificate _____
5. PARTICULARS OF LAST EXAMINATION:
Examination _____ Year _____ Annual/Supplementary _____ Roll No _____
Result : Pass/Failed/Absent _____ Marks Obtained _____ Division _____
6. Name of College and College from which the Candidate Took the last examination _____
7. In case a candidate applies for a Migration Certificate:
(i) Name of the University to which the candidate wants to migrate _____
(ii) Course/Courses pursuing separately or simultaneously _____

Dated _____

Signature of Applicant _____

Postal Address _____

(To be filled in by the College/Deptt./Institution Office last attended)

Certified that the above entries made by the applicant are correct and that he/she has paid College dues upto _____ (Mention month & year)

Note: Where a student has joined more than one course, the Application should be signed by the respective Heads of the Deptt./Institution concerned.

Principal/Head of the Deptt./Institution

(Stamp of the College/Deptt./Institution)

For Office use only Received the above Certificate No. _____ Dated _____ on _____

Dated _____

Signature of the Applicant

INSTRUCTION

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 also on his/her behalf.
2. The prescribed Fee for the required Certificate can be remitted by cash or money order or by Postal Order drawn in favour of the **Registrar, University of Delhi, Delhi-110007.**
3. At the time of submission of the application for issue of Migration Certificate the applicant should bring his/her original Degree Certificate or Statement of Marks of Final Year or provisional Certificate issued by the College last attended by him/her for verification. Applicant applying by post may submit a Photo Copy (duly attested) of the said Certificate. The applicants for issue of Migration Certificate having enrolment number of North Campus College must apply in the Academic Branch-II of the North Campus where as those having enrolment number of South Campus College must apply in the Academic Branch of South Delhi Campus. The applicants having enrolment numbers of Non-Collegiate Women's Education Board and the Non-Formal Cell should apply in the offices of the Board and Non-Formal Cell respectively.
4. Duplicate Migration Certificate can be issued only in case the same has been lost, destroyed or mutilated on submission of an affidavit drawn up on a non-judicial stamp paper of the value of Rs. 2/- to be sworn before a 1st Class Magistrate on the following format. This may be noted that the suppression of facts and furnishing of wrong affidavit will tantamount to an offence and the applicant, if he/she does so, shall do it at his/her own risk and consequences. The affidavit has to be signed by the applicant, himself/herself only.
"I _____ Son/Daughter of _____
resident of _____ hereby solemnly declare that the Migration Certificate No. _____ dated _____ issued to me by the Registrar, University of Delhi-110007, to enable me to join _____ University has been lost and that I did not join any other University on basis of the same nor have I submitted the same for joining any other University."
5. Provisional Certificates can be issued only before the date of University Convocation for that particular year. Such students, who apply for issue of Provisional Certificate but their enrolment record is maintained by the Academic Branch (South Delhi Campus) and their result is declared by North Campus, are required to get the particulars of Column no. 1, 2, and 3 verified from the Academic Branch (South Delhi Campus) before depositing the fees in the North Campus and Vice-Versa..
6. A student, who has migrated from this University to pursue some course in other University and has rejoined University of Delhi for pursuing any course here, will have to get revived his/her enrolment number from Delhi University soon after the time of his/her admission in the College/Department on production of the original Migration Certificate from the other University.
7. Such students, who seek migration from this University without completing the course, will have to submit his/her College/Department leaving certificate in original, or a photocopy thereof duly attested.
8. Such students, who apply for issue of special certificate, must enclose a copy each of the syllabus and the statement of marks alongwith the application.
9. The delivery of the Certificate will ordinarily be made in person to the Candidate or to his nominee authorised in writing, at the University Office during working hours. In respect of candidates who fail to collect the Certificate within one month from the date of payment of fees, the certificate will be sent to their postal address Under Certificate of Posting at the own risk. If a candidate wishes that the certificate be sent to him/her by registered post, he/she should along with the application submit a self-addressed envelope with postage stamps of the prescribed value of a registered letter.
10. All the public dealings are made from 9.30 A.M. to 12.30 P.M.
11. **Prescribed Fee for Migration Provisional and Special Certificate etc. is Rs.200/- each**