

# SHRI RAMASAMY MEMORIAL UNIVERSITY SIKKIM

( Estd. Under SRMUS Act, 2013 )

## OFFICE OF THE CONTROLLER OF EXAMINATIONS

**Application No:**

**Date:**

### APPLICATION FOR MIGRATION CERTIFICATE

1.	Name of the Candidate	
2.	Register Number	
3.	Degree	
4.	Branch	
5.	Year of Admission	
6.	Month & Year of Completed the Degree	
7.	Fees Paid Details:	DD No. & Date :  Name of the Bank with Address :  Amount : ₹
8.	Mode of receipt of Migration Certificate (Tick option)	IN PERSON / BY POST
9.	Permanent / Mailing address (Write in upper case)	
		Email ID :
		Mob No.:

**NOTE: For any Clarification and Queries contact: +91-3592-231666**

**Signature of the candidate**  
(At the time of Apply)

Certified that the above information have been verified and found correct.  <b>Signature of the Dean with Seal</b>	<b>Signature of the Registrar</b>
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### Received the Migration Certificate

<b>Migration Certificate Serial No :</b>  <b>Migration Certificate Issued Date :</b>	<b>Signature of the Candidate with Date</b> <b>( At the time of Collecting the Certificate )</b>
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## **INSTRUCTIONS TO APPLY FOR MIGRATION CERTIFICATE**

1. Application should be made only by the candidate in the prescribed format and should be submitted at the Office of the controller of Examinations directly. Application received on behalf of the candidate will not be accepted.
2. Application should be complete in every respect. Failure to furnish correct details may cause delay in the issue of Migration certificate.
3. Migration certificate will be issued only for those who have completed Degree program successfully by fulfilling all the requirements. Migration certificate will not be issued for those who have not completed the course/ withdrawn / discontinued the course.
4. Documents Required:
  - I. Photocopy of Provisional certificate and Transfer Certificate
  - II. Demand Draft drawn in favor of “**SRM UNIVERSITY SIKKIM**” payable at Gangtok (Refer Fee Details Table).
5. Fee Details for issuing Migration Certificate:

<b>Faculty</b>	<b>Amount (INR)</b>
<b>Science &amp; Humanities</b>	650/-
<b>Postal Charge( Speed Post)</b>	150/- (Within India)

6. The fee must be paid through Demand Draft only. The demand draft should be drawn in favour of “**SRM UNIVERSITY SIKKIM**” payable at Gangtok and shall be paid at the University Office, 5<sup>th</sup> Mile , Tadong , Gangtok , East Sikkim – 737133 . Fee once paid shall neither be refunded nor adjusted for any other certificate under any circumstances.
7. **The filled in form along with necessary documents shall be forwarded to**  
**Office of Controller of Examinations, 5<sup>th</sup> Mile , Tadong , Gangtok , East Sikkim – 737133**
8. **For any Clarification and Queries contact: +91-3592-231666**

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