മൈഗ്രേഷൻ സർട്ടിഫിക്കറ്റ് അനുവദിക്കുന്നതിനുള്ള ഓഫീസ് നടപടി ക്രമം

1. അപേക്ഷകൻ സർവ്വകലാശാലയുടെ വെബ് സൈറ്റിൽ പ്രസിദ്ധീകരിച്ചിരിക്കുന്ന അപേക്ഷാ ഫോം ഡൗൺലാഡ് ചെയ്ത് പ്രിന്റ് എടുത്ത് പൂരിപ്പിച്ച് ബന്ധപ്പെട്ട റീജണൽ ഡയറക്ടർക്കു സമർപ്പിക്കേണ്ടതാണ്.

2. അപേക്ഷാ ഫീസ് ആയ 265/- രൂപാ സർവ്വകലാശാല വെബ്സൈറ്റിൽ കൂടി ഓൺ ലൈനായോ സർവ്വകലാശാല ബാങ്ക് അക്കൗണ്ടിലേക്ക് നേരിട്ടോ അയയ്ക്കാവുന്നതാണ്.

3. ഫീസ് ഒടുക്കിയതിന്റെ രസീത് (ഓൺലൈൻ റഫറൻസ് നമ്പർ സഹിതം) അപേക്ഷയോടൊപ്പം സമർപ്പിക്കേണ്ടതാണ്.

4. രജിസ്ട്രേഡ് തപാലിൽ ലഭിക്കാൻ മേൽവിലാസം എഴുതി മതിയായ സ്റ്റാമ്പ് ഒട്ടിച്ച കവർ സഹിതം അപേക്ഷിക്കേണ്ടതാണ്.

5. പരീക്ഷ എഴുതിയ /പ്രോഗ്രാം പൂർത്തിയാക്കിയ വിദ്യാർത്ഥികൾ എല്ലാ മാർക്ക് ലിസ്റ്റിന്റെയും പകർപ്പ് അപേക്ഷയോടൊപ്പം സമർപ്പിക്കേണ്ടതാണ്.

University Bank Account Details

Account Holder Name: Sreenarayanaguru Open
University Account Number: 361401010035599

Bank   : Union Bank of India

Branch   : Kollam I, Kollam

IFSC   : UBIN0536148

SREENARAYANAGURU OPEN UNIVERSITY

KOLLAM

APPLICATION FOR MIGRATION CERTIFICATE

Details of fees paid: (Attach Receipt)

Bank Ref /Receipt No :……………………….………..Date…...……...….....…Amount……………...……

01	Name of the Student as enrolled in the University Records (in CAPITAL LETTERS)			
02	Age, Date of birth of the candidate		Gender	
03	Name of father or guardian			
04	Present Postal address of the candidate with Pin Code & Phone /Mob No .			
05	Mention below details of the candidate i. Enrollment No			
	ii. Programme of study and year			
	iii. Date of leaving			
	iv. Centre of Examination			
	v. Learner Support Centre & Regional Centre			

06	Details of the examination of the last studied course of this University.	Semester	Enrollment No. ,Year & month	Name of Exam & subject	Passed/ Failed/ Absent
07	No. and Date of the TC issued by the University				

Certified that the particulars furnished above are true and correct to the best of my knowledge and that I have not joined for any course under Sreenarayanaguru Open University after …………………………..(Give the date of leaving the Institution).

Station:Date: Signature of the Candidate

I have no objection to a Migration Certificate being issued to the candidate who was a student of the……………..……………………Program. TC No………..……..…..Dated……………….. has been issued to the candidate by this University.

Office Seal   Signature of the Regional Director

                                                                      with designation seal

INSTRUCTION TO THE APPLICANTS

1. No Migration Certificate will be issued to candidates who are not eligible for admission to University to University course of studies. Only those candidates who have registered as matriculates of this university will be issued the Migration Certificate.

2. candidates who discontinue their course of study should attach copy of Transfer Certificate

3. The Migration Certificate will be issued only after the publication of results of the examination registered for by the candidate including the results of improvement/reappearance if any. Otherwise, the candidates should get the course & examination registration canceled as per the relevant rules of cancellation followed and a copy of the cancellation memo should be enclosed along with the application if the migration certificate is required prior to the publication of results of the examination.

4. Copies of all mark lists including consolidated mark list and mark lists issued after Revaluation change/Grace mark etc; and copy of the Degree/Provisional Certificate should also be submitted along with the application.

5. A candidate will not be issued a Migration Certificate more than once. However if the original Migration Certificate issued to the candidate has been lost irrecoverably a duplicate will be issued on submission of application completed in all respects (as in the case of Original Migration) Superscribing " Application for the issue of Duplicate Certificate" and on remittance of the prescribed fee. Moreover an affidavit on a stamp paper (Rs.100) signed by the candidate to the effect that the Original Migration certificate issued to the candidate has been lost irrecoverably and that it has not been utilized for the purpose for which it was issued duly attested by Notary Public may also be enclosed with the application.

6. Fee can be remitted through online payment/Bank transfer to Sreenarayanaguru Open University. Fee once remitted will not be refunded.

7. Enclose a self addressed sufficiently stamped envelope for receiving migration certificate by registered post (20gms.)