

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 _____ Mother's Name _____

3. University Enrolment No. _____

4. Name of the College from which the Candidate
took the last examination _____

5. Nature of Certificate _____

6. PARTICULARS OF LAST EXAMINATION:

Examination _____ Year _____ Annual/Supplementary _____ Roll No _____

Result : Pass/Failed/Absent _____ Marks Obtained _____ Division _____

7. Postal Address _____

Permanent Address _____

8. Phone No. _____ Mobile No. _____

9. 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 _____

(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 Departments/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

I N S T R U C T I O N S

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. The prescribed Fee for the required Certificate can be remitted by cash or by Postal Order or by Demand Draft (payable at Delhi/New Delhi only) 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 Photocopy (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 whereas those having enrolment number of South Campus College must apply in the Academic Branch of South Delhi Campus. The applications 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. 10/- 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 the 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 the 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 after completion of course, has migrated from this University to pursue some course in other University and has rejoined University of Delhi for pursuing any course here, will get the same enrolment number from Delhi University soon after the time of his/her admission in the College/Department.
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 and undertaking to the effect that he/she surrenders his/her result, duly counter signed by the Principal/Head of the Department.
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. For medium of Instruction, student should submit a certificate from the College/Deptt. regarding his/her medium of instruction duly signed by the Principal/H.O.D.
9. The delivery of the Certificate will ordinarily be made in person to the Candidate or to his nominee authorized 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 their 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 public dealings are made from 9.30 A.M. to 12.30 P.M. and 2.00 P.M. to 3.00 P.M. and the delivery of the certificate may be claimed after a week from the date of deposit of fee with the cashier of the University.

11. **Prescribed Fee for Migration/Provisional/Special Certificate etc. is as follows:-**

Needed in India	Needed abroad	
Rs. 500/-	US\$ 50	upto 10 years (from the last examination passed)
Rs. 1000/-	US\$ 100	more than 10 years (from the last examination passed)