

CLUSTER UNIVERSITY SRINAGAR

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 the Applicant _____
 2. Father's Name _____ Mother's Name _____
 3. University Registration No. _____

4. Name of the Class and College from which the Candidate
took the last Examination _____

5. Name of the Class (If the applicant
is still reading in any Deptt./College) _____

6. Nature of Certificate _____

7. PARTICULARS OF LAST EXAMINATION:

Examination.....Year.....Annual/Supplementary.....Roll No.....

Result: Passed/Failed/Absent.....Marks Obtained.....Division.....

8. Postal Address(Same as on Envelope) _____

Permanent Address _____

9. Phone No. _____ Mobile No. _____

10. Draft Details: Draft no. _____ Draft Amount _____

Bank Name _____ Draft Date _____

11. 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)

Principal/Head of the Deptt. /Institution

(Stamp of the College/Deptt./Institution)

For Office use only

Migration Certificate No _____
 Dated _____ Issued and entered
 in Register of Students.

Entries in respect of item 1 to 4 above have been
 verified by reference to Register of Students and found correct.
 Certificate may be sanctioned.

Dealing Asstt.

Section Officer

Mig./Prov.Certificate Sanctioned

Asstt.Registrar

IMPORTANT INSTRUCTIONS

1.Application form duly filled in by the applicant together with the fee of Rs.300/- in the form of Bank Draft in favour of the Registrar, Cluster University Srinagar or University Receipt, attested Photostat Copies of the Marks/Degree Certificates and Self-addressed envelope with postage stamps (Speed Post) should be submitted by post or by hand to the Asstt. Registrar (Registration), Cluster University Srinagar.

2.The Certificate shall be issued within 15 days from the date of receipt of the form provided it is complete in all respects.

3.The migration certificate will be sent through speed/registered post.

4.In case the student has appeared in any examination for which the result is still awaited he/she should produce the certificate duly signed by the Asstt. Controller of Examination (Tabulation) to the effect that he/she has not resorted to any unfairmeans case in the examination.

5.A student who has lost the original migration certificate issued to him/her previously and requires a duplicate copy of the same he/she is required to get the notice issued in the local dailies regarding the loss of the certificate format of which is available in the Registration Section. The student will have to submit a personal undertaking to this effect also. Fee in this case is Rs.600/-

How to fill form:-

- **Step 1:** Enter the University Registration Number and click on Search. Candidates registered with the Cluster University Srinagar can get their particulars automatically extracted from the database, otherwise enter all details yourself.
- **Step 2:** Choose the option for fee either through Bank receipt or Demand Draft.
 - a.If fee is to be paid through Demand Draft. Enter the Demand Draft No., Date and name of the Bank, Amount.
 - b.If fee is to be paid through fee receipt. Deposit the fee of Rs.300/- (plus Rs 10/- bank charges) against the Pay-in-Slip generated with the Application Form in any of the branches of the J&K Bank Ltd. across the country.
- **Step 3:** Enter the Dispatch Address where Inter-University Migration is to be posted.
- **Step 4:** If the details are correct, click on Submit Button. In case of any variation, make correction/additions and then Submit.
- **Step 5:** Get a Printout of the Form. And note the Migration Form No. for future reference.
- **Step 6:** After submitting the On-Line Application Form, the candidate must submit/send the downloaded form (Hard Copy) alongwith the following documents in the office of the Assistant Registrar (Registration), Cluster University Srinagar.

Enclosures to be kept with the form:-

- i. Photocopies of the certificates of passed/appeared previous exams as per details on the form.
- ii.Fee receipt/Bank Draft.
- iii.Self-addressed Registered/Speed post envelope with postage stamps (Speed Post).

