

## **Form for applying for Migration Certificate**

(All Particulars to be filled in by the candidate himself/herself in CAPITAL LETTERS)

1. Name of the Applicant (Student) \_\_\_\_\_
2. Father's Name \_\_\_\_\_ Mother's Name \_\_\_\_\_
3. Registration No. \_\_\_\_\_
4. Course : \_\_\_\_\_ Branch : \_\_\_\_\_ Shift : \_\_\_\_\_
5. Previous Examination Results  
Year \_\_\_\_\_ Roll No. \_\_\_\_\_ Passed/ Failed \_\_\_\_\_  
**(Please attach the self attested Photostat copy of the Final Year/Semester Mark sheet or Degree of the last examination passed from MRIIRS)**
6. Whether any case of unfair means against the applicant is under consideration with this Institution?  
\_\_\_\_\_
7. Name of the Institution where the applicant intends to join / migrate \_\_\_\_\_  
\_\_\_\_\_
8. Postal Address (in CAPITAL LETTERS) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Mobile No: \_\_\_\_\_
9. Fees detail : Amount: \_\_\_\_\_ Mode of payment (details) : \_\_\_\_\_  
Receipt No. /DD No.: \_\_\_\_\_ Bank \_\_\_\_\_ Dated \_\_\_\_\_

Dated \_\_\_\_\_

Signature of Applicant

### **FOR OFFICE USE**

Forwarded with the remarks that I have no objection to the issue of the Migration Certificate to the applicant.

Head of Department

Dean of the Faculty

**Note: Head of Department/Dean of Faculty may please forward it after obtaining 'No dues Certificate' in respect of tuition fee, library dues and hostel dues etc.**

Dealing Asst. – R&S

AR/DR-R&S

### **MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES**

(Deemed to be University under Section 3 of the UGC Act, 1956)

(NAAC Accredited 'A' Grade)

Administrative Headquarters: 5E/1-A, Bungalow Plot, N.I.T. Faridabad, Phone: +91-129-4198600 (30 lines)

MRIIRS Aravali Campus: Sector-43, Delhi Surajkund Road, Faridabad, Phone: +91-129-4198100 (30 lines)

E-mail: info@mriirs.edu.in URL: www.mriirs.edu.in

## Instructions

1. All the required particulars should be carefully filled in by the applicant himself/herself. The office will not be responsible for any delay on account of incomplete information.
2. Migration Certificate fee:
  - (i) By Speed Post / Regd. Post : Rs. 1200/-
  - (ii) Personally : Rs. 1000/-
  - (iii) Duplicate Migration Certificate : Rs. 2000/-  
(With copy of FIR for Lost of Original Migration Certificate)
3. The prescribed fee for the required certificate can be remitted by:-
  - (i) Demand Draft drawn in favour of “Manav Rachna International Institute of Research and Studies (Deemed to be University) Faridabad” payable at Faridabad;
  - (ii) Through Paytm;
  - (iii) Through Credit Card (Bank charges 1.5 % extra).
3. Please note, if the student is applying for the Migration Certificate through Speed post / Regd. post, the student shall address the form to “Deputy Registrar, Registration & Scholarship Branch, Manav Rachna International Institute of Research and Studies (Deemed to be University), Sector -43, Delhi-Surajkund Road, Faridabad, Haryana, India” along with the required fees as mentioned above, only through Demand Draft (No other mode).
5. Migration fee once paid is not refundable / transferable in any case.
6. Such students, who seek migration from this Institution without completing the course, in between will have to submit the form, as per prescribed MRIIRS policy.
7. Any concealment of the facts is an offence and the candidate shall be held responsible for consequences.

## MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

(Deemed to be University under Section 3 of the UGC Act, 1956)

(NAAC Accredited 'A' Grade)

Administrative Headquarters: 5E/1-A, Bungalow Plot, N.I.T. Faridabad, Phone: +91-129-4198600 (30 lines)

MRIIRS Aravali Campus: Sector-43, Delhi Surajkund Road, Faridabad, Phone: +91-129-4198100 (30 lines)

E-mail: info@mriirs.edu.in URL: www.mriirs.edu.in