



**STANDARD OPERATING PROCEDURE FOR**  
**MIGRATION CERTIFICATE**

The students who desire to obtain the Migration Certificate have to pay the fee of Rs.1,500/- (Rupees One thousand five hundred only). The application for migration certificate along with the format of academic record is made available, the students can download and apply for the same.

The fee must be paid through NEFT to the following bank details. The students are required to collect the receipt from the Finance Office and produce the **hard copy of all the documents** along with the application to the Examination Section.

It is mandatory to provide photo copies of Degree Certificate / Provisional Degree Certificate and Copies of all semester grade cards.

**The Principal**  
**Account No. 3950002100000019**  
**IFSC: PUNB0395000**  
**Punjab National Bank, SJCE Branch**

**Sd/-**  
**Controller of Examinations**  
**JSS Science & Technology University**



**APPLICATION FOR MIGRATION CERTIFICATE**

Name of the Candidate

University Seat Number  College

Course and Branch

Month & Year of Qualifying Examination Passed/Discontinued  Month & Year of Admission

| D.D. Details / NEFT Details   | Amount     | UTR Number / DD Number | Date of Payment            | Name of the Bank |
|---|------------|------------------------|----------------------------|------------------|
|   |            |                        |                            |                  |
| Student Information   | Mobile No. | Email ID               | Signature of the Candidate |                  |
|   |            |                        |                            |                  |
| Address of the University / College where the candidate has taken admission |            |                        |                            |                  |

Signature of Head of the College / University with Seal

Encl:

- DD of \_\_\_\_\_/- (Payable to the Finance Officer, JSS STU, Mysuru)  
Rs. \_\_\_\_\_ if Foreign University.
- Attested copy of Degree Certificate/Provisional Degree Certificate/Copies of all semester grade cards.
- Academic record of student recommended by the college for issuing Migration Certificate as per Annexure – I.

**Forwarded to the Registrar, JSS Science and Technology University for necessary action.**

This is to certify that \_\_\_\_\_ has successfully completed the degree of BE/BCA/M.Tech./MCA/MBA/M.Sc. in \_\_\_\_\_ branch during the academic year from \_\_\_\_\_ to \_\_\_\_\_. All the original documents of the candidate are verified.

**OR**

If Discontinued the course.

This college has No Objection to issue Migration Certificate to the candidate.

Date:

Signature of the principal with seal

**Note:** The original Migration Certificate will be sent to the University / College only.

Mailing Address of the University / College where the candidate has taken admission

(IN CAPITAL LETTERS)

|           |        |          |
|-----------|--------|----------|
| Address:  |        |          |
|           |        |          |
|           |        |          |
|           |        |          |
| Pin Code: | State: | Country: |

**Academic Record of Student Recommended for issuing the Migration Certificate**

Course:

Branch:

| Sl No | USN | Name of the Student (As per records) |      | 1 <sup>st</sup> Sem. | 2 <sup>nd</sup> Sem. | 3 <sup>rd</sup> Sem. | 4 <sup>th</sup> Sem. | 5 <sup>th</sup> Sem. | 6 <sup>th</sup> Sem. | 7 <sup>th</sup> Sem. | 8 <sup>th</sup> Sem. | Remarks       |
|-------|-----|--------------------------------------|------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|---------------|
| 1     |     |                                      | SGPA |                      |                      |                      |                      |                      |                      |                      |                      | Class Awarded |
|       |     |                                      | CGPA |                      |                      |                      |                      |                      |                      |                      |                      |               |

Certified that the above candidate has fulfilled all the requirements as per the regulations and approved by the academic council of our college, for the award of Migration Certificate.

Controller of Examination  
(Signature with Date)

Principal  
(Signature with Date)  
Name: