RULES FOR ISSUE OF MIGRATION CERTIFICATE

The students desiring to obtain the Migration Certificate from the University for further studies in any other University/ any other purpose should apply to the Controller of Examination of the University.

a. **Eligibility & Procedure**

  i.   Migration Certificate is not issued in favour of a student whose name has not been enrolled under this University.

  ii.   Migration Certificate is not issued in favour of a student who has appeared in any examination under the University but the results of the same has not been published. In such case, Migration Certificate will be issued only after the results have been published.

  iii. Delivery of Migration Certificate will be made to the concerned student only or sent by registered post at the permanent address of student as indicated by him/her in application form upon his/her request. Alternatively, it can be issued to some faculty in case of written authorization letter by the student, only after the issuing office is satisfied with genuinely.

  iv.   The Migration Certificate will be issued within 3 to 5 (three to five) working days after the receipt of complete request if there is no other complication, excluding Saturday/Sunday or any other holiday.

  v.   Students who seek migration without completing the course will have to submit their University leaving certificate.

  vi.   The duly completed application form should be signed and stamped by the respective Head of Department/Centre/School.

  vii. A student will not be issued a Migration Certificate more than once. However, if the original Migration Certificate issued to a student has been lost irrecoverably, a duplicate will be issued on remittance of Rs.500/- towards fee together with an application. An affidavit worth Rs.50/- of the Notary Public to the effect that the original Migration Certificate issued to student has been lost irrecoverably and that it has not been utilized for the purpose for which it was issued may also be accompanied by the application.

b. **How to Apply for Migration Certificate**

There is a prescribed application form (Given on page no. 5).   This has to be filled in and submitted along with the attested copies of the relevant documents. Documents Required
  i.   Photocopy of Degree

ii.   Photocopy of All Mark Sheets

iii.   Bank draft containing the requisite fee/online payment receipt subject to verification by the University.

All the documents should be self-attested. Students are advised to bring his/her original documents for verification at the time of submission of request.

c. Fee Structure

Students seeking Migration Certificate will have to submit fee as per following details.

If requested within 01 Years	Rs,200/-
After 01 year and with 5 Years	Rs.1000/-
After 05 years and within 15 Years	Rs.2500/-

i.   Fee once remitted will not be refunded.

ii.   The fee for the issue of a Migration Certificate should be deposited by a bank draft/online in favour of "Controller of Finance, M.M.M. University of Technology, Gorakhpur" payable at Gorakhpur. **Fee can also be deposited in the account (A/C:31580851255, IFSC:SBIN0002578)in online mode.**

iii.   No Money Order/Cash will be accepted by the University.

iv.   The University reserves right to make changes in the fee at any time in its absolute discretion.

XXII. RULES FOR ISSUE OF DEGREE CERTIFICATE

The bonafide students of the University, who have not taken their degree in their convocation, should apply to the Controller of Examination of the University following the procedure as detailed below.

a. Eligibility & Procedure

i.   Degree Certificate is not issued in favour of a student who has appeared in any examination under the University but the results of the same has not been published. In such case, Degree Certificate will be prepared and issued only after the results have been published and in the forthcoming convocation.

ii.   Delivery of Degree Certificate will be made to the concerned student only or sent by registered post at the permanent address of student as indicated by him/her in application form upon his/her explicit written request. Alternatively, it can be issued to some faculty member in case of written authorization letter by the student, only after the issuing office is satisfied with genuinity.

iii. The Degree Certificate will be issued within 3 to 5 (three to five) working days after the receipt of complete request if there is no other complication, excluding Saturday/Sunday or any other holiday.

iv. The duly completed application form for the issue of Degree Certificate should be got forwarded and recommended by the respective Head of Department/Centre/School.

v. A student will not be issued a Degree Certificate more than once. However, if the original Degree Certificate issued to a student has been lost irrecoverably, a duplicate will be issued on remittance of Rs.1000/- towards fee together with an application. An affidavit worth Rs.100/- of the Notary Public to the effect that the original Degree Certificate issued to student has been lost irrecoverably and that it has not been utilized for the purpose for which it was issued may also be accompanied by the application. Duplicate Degree Certificate will not be issued unless original Degree Certificate has not been issued.

b. **How to Apply for Degree Certificate**

There is a prescribed application form (Given on page no.6). This has to be filled in and submitted along with the attested copies of the relevant documents.
Documents Required
  i. Photocopy of Provisional Degree Certificate
  ii. Photocopy of All Mark Sheets
  iii. Bank draft containing the requisite fee/online payment receipt subject to verification by the University.
  iv. No dues certificate (if not already submitted).

All the documents should be self-attested. Students are advised to bring his/her original documents for verification at the time of submission of request.

c. **Fee Structure**

Students seeking Degree Certificate will have to submit fee as per following details.

In convocation	Rs.1000/-out of which Rs.800/- is refunded.
No fee after convocation	

c. **Fee Structure for Transcript**

Fee required for issue of transcript (consolidated mark-sheet): Rs. 1000/- up to 10 or less copies (Rs. 100/- per copy beyond 10 copies.

d. **Time Required for issue of transcript and Migration Certificate:** Same day if fee receipt is submitted in forenoon on working days

APPLICATION FOR MIGRATION CERTIFICATE

Full Name of the Student in Block Letters (according to the Registration)	
Name in Hindi Script	
Name of Student's Father	
Name of Student's Mother	
Registration & Enrolment Number with the Year of Registration with this University	
Sex	
Address of the Student	
Whether Completed the Course or Discontinued	
The Name of Different Examinations of this University He/She Passed or Appeared	1.
	2.
	3.
Migration Fee Submission Details	
Contact Number	
e-mail id	
Migration Certificate Collection Details	Self/by Registered Post at *Address mentioned below/ Authorized faculty
*Address on which migration certificate to be received	_____ _____ (Signature of the Student)

The duly filled & signed application form along with fee receipt (in pdf), scanned copies of required testimonials should be mailed to controller of examination at coe@mmmut.ac.in.

APPLICATION FOR DEGREE CERTIFICATE

Full Name of the Student in Block Letters (according to the Registration)	
Name in Hindi Script	
Name of Student's Father	
Name of Student's Mother	
Registration & Enrolment Number with the Year of Registration with this University	
Sex	
Address of the Student for dispatch of Certificate	
Whether Completed the Course or Discontinued	
Month and Year of Admission	
Month and Year of Qualifying Examination Passed/Discontinued	
Name of the Examinations of this University He/She Passed	
Degree Fee Submission Details	
Contact Number	
e-mail id	
Degree Certificate Collection Details	Self/by Registered Post at *Address mentioned below/ Authorized Faculty
*Address on which degree certificate is to be received	_____ _____ _____ (Signature of the Student)

The duly filled & signed application form along with fee receipt (in pdf), scanned copies of required testimonials should be mailed to controller of examination at coe@mmmut.ac.in.