



# The West Bengal University of Teachers' Training, Education Planning and Administration

25/2 & 25/3, Ballygunge Circular Road, Kolkata – 700019

## Form of Application for Outgoing Migration Certificate

1. Name in full of the applicant in block letters  
(According to the Registration Certificate) .....
2. Name of the applicant's Father .....
3. Registration Number with the year of  
registration of this University Registration No.....
4. Permanent Residential Address  
(in block letter) .....
5. Present Residential Address  
(in block letter) .....
6. Date of Payment of Migration fee (Receipt showing  
payment of the fee should be enclosed with this form) .....
7. Name of the college where from his/her name was  
registered first under this University .....
8. The name of different examinations of this University  
he/she passed ( Roll, Numbers and also  
the year of examination should be stated) Examination Roll No Year  
.....
9. Reasons for Migration .....
10. Name of the college under this University  
where the student studied last .....
11. ....

Mode of Payment (Tick <input type="checkbox"/> as applicable)	a) Cash b) Bank Draft (to be drawn in favour of “WBUTTEPA COLLEGE” payable at Kolkata) <i>If fees paid by bank draft, the date of delivery will be calculated only after clearance of that draft.</i>			
b) Bank Draft details (if applicable)	i. Draft No.	ii. Date	iii. Bank and Branch	iv. Amount

(Signature & address of the applicant in full)

Signature and Official Seal of the Head of the Institute  
under this University where the applicant studied last

Date:

N.B.: -i) Original Registration Certificate and original Mark Sheet /Certificate of the last examination under this university / NOC (if discontinued) along with the photo copies of them will have to be presented at the time of verification by the dealing section before paying the fees to the University Cash counter.

i) Migration Certificate will be delivered from the University counter during working hours.

ii) Migration Certificate Fee (Ordinary) **Rs. 200/-** (Certificate will be delivered within **One (1)** month)

iii) Migration Certificate Fee (Urgent) **Rs. 500/-** (Certificate will be delivered within **Seven (7)** days)

iv) No application will be received after 2 p.m. on any working day.

v) The students, who need to take Migration Certificate on an urgent basis, must send an email in this regard to the following email Id (wbuttepamigration@gmail.com) of this University and must obtain a confirmation reply to that email from the university end without which the request of issuance of Migration Certificate on an urgent basis cannot be complied with.