



GRAM: UNIWOMEN  
26608462/26608493 Ext. 395

PHONE :

SHREEMATI NATHIBAI DAMODAR THACKERSEY  
WOMEN'S UNIVERSITY

Pariksha Bhavan, Sir Vithaldas Vidyavihar, Juhu Road, Santacruz (W),  
Mumbai- 400 049.

To,

**The Controller of Examinations  
Shreemati Nathibai Damodar Thackersey  
Women's University  
Pariksha Bhavan, Juhu Road,  
Santacruz (W), Mumbai- 400 049.**

(To be filled in by the Director, Correspondence Courses or the Principal / Director, Heads of Institution  
last attended by the applicant in the University)

**(FOR OFFICE USE ONLY)**

Amount \_\_\_\_\_, Fee Receipt No. \_\_\_\_\_, Date \_\_\_\_\_

**Madam,**

I am to forwarded herewith an application submitted by Kum. / Smt. \_\_\_\_\_  
\_\_\_\_\_ for issue of Migration Certificate. She has already paid / is paying Rs. 255/-  
(Rs.30/- Form Fee + Rs. 225/- Certificate Fee).

The applicant has not been rusticated or debarred by the University and I have no objection to  
Migration Certificate being issue to her by the University.

Her date of birth as entered in the institution Register is \_\_\_\_\_. She has been a  
student of this college /department of correspondence course since \_\_\_\_\_ / left in \_\_\_\_\_ 20

The Leaving certificate was issued to the application on \_\_\_\_\_ and is sent herewith.

**NO APPLICATION FOR MIGRATION CERTIFICATE ON BEHALF OF THIS CANDIDATE WAS MADE PREVIOUS  
TO THE DATE**

Institution : \_\_\_\_\_  
: \_\_\_\_\_

Yours faithfully,

Date : \_\_\_\_\_

**Principal / Director / Head**

**N.B. In case of regular student, the Migration Certificate cannot be issued unless the Leaving  
Certificate issued by the Institution with a copy thereof is received by the University with this  
application.**

In case of Correspondence course students, only those students, who registered their names  
but did not submit their examination forms, are required to sent their application for Migration  
Certificate through the Department of Correspondence Courses.

Students who are sending Migration Application through Post / Courier. Write your payment  
details

Rs. \_\_\_\_\_, Name of the Bank \_\_\_\_\_, DD dated \_\_\_\_\_ DD No. \_\_\_\_\_

**(To be filled by the Student)**

1) Name in full (under which appeared at the examination)  
(Beginning with Surname and in Block letter)

\_\_\_\_\_

2) Resi. Address &Tel. No. (Block Letters)

\_\_\_\_\_

3) Institution last attended Date of Leaving

\_\_\_\_\_



4) Examination (with year and classes obtained ) of this University passed / failed by the applicant	Examination	Year	Centre	Class	Seat No.	Subject
5) In case of external (private0 students who have registered their name but not appeared for the University Examination, please quote reference number and date Eligibility letter						

6) (a) Date on which the leaving Certificate was applied for and  
(b) The date on which the Leaving Certificate was issued by the institution, last attended by applicant.

\_\_\_\_\_

7) Other particular \* If necessary\_

Date \_\_\_\_\_

Signature of the applicant

- If there is any period intervening between the date of application and the date of Living Certificate issued from the Institution last attended, it should be accounted for in the column.

# Students: Please note the details mentioned below

## HOW TO SUBMIT A MIGRATION FORM:

**(a) For the Regular Students required documents are :**

- Cash payment or DD of Rs. 255/- (Rs.30/- Form Fee + Rs. 225/- Certificate Fee).
- College Leaving Certificate or Transference Certificate Xerox.
- Final year Marksheet Xerox.
- First part of the form should be filled by the College office with Principal's /Director's /Head's Stamp & Signature

**(b) For Distance Education Students require documents are**

- Cash payment or DD of Rs. 255/- (Rs.30/- Form Fee + Rs. 225/- Certificate Fee).
- Final year Mark-sheet Photocopy

## HOW TO PAY THE FEES

- Students can pay their fees by DD or Cash. Payment through Cheque, MO, Postal Orders is not accepted by the University. DD should be in favour of **"The Registrar SNDT Women's University, Mumbai"**
- Fees will be accepted only **at the Account Section**, Gr. Pariksha Bhavan, between 10.30 a.m. to 01.00 p.m. & 01.30 p.m. to 02.30 p.m. (Monday to Friday only)

## HOW TO SUBMIT

- Students can submit their forms only at **Migration Dept.** Gr. Floor, Pariksha Bhavan, between 10.15 a.m. to 01.00 p.m. & 01.45 p.m. to 03.00 p.m. (Monday to Friday only)

## HOW TO CONTACT US

- Students can come personally or send their forms on the address mentioned below:

To,  
**The Controller of Examinations, SNDT Women's University**  
**Pariksha Bhavan, Juhu Tara Road, Santacruz (W), Mumbai- 400 049.**  
**Tel. No. 26608462 / 26608493 Ext. 395.**

## FOR OFFICE USE

Regular ☐ Distance ☐ Fees ☐ Circular required ☐

**Remark if any:**

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(DR. MADHU MADAN)  
**Registrar**