Mahatma Gandhi University
Meghalaya

Provisional / Diploma / Degree / Migration Certificate issuance

To,
Controller of Examinations
Mahatma Gandhi University
Meghalaya

Respected sir/madam,

Please issue Provisional / Diploma / Degree / Migration Certificate in respect of Mr./Ms._____
S/O, D/O _____
Enrollment No._____Course _____
who has passed all semesters / year from Mahatma Gandhi University. The details of marks obtained by the student are given below :

Semester/Year	Passing Session	Mark Obtained	Total Marks	Remarks
	Total Marks			

I hereby declare that the information provided above are true to the best of my knowledge. In the event any of above information found wrong or misleading, I shall be liable for appropriate action. The decision of the University regarding this request will be final and binding on me. The documents in support of this are submitted.

_____ _____ _____

Signature of the candidate | Date | Facilitation Provider Sign & Stamp

GUIDLINES

1. **Issue of Migration Certificate:**

For issue of a university migration certificate a student shall be required to :

I) Fill up the prescribed application form

ii) Must attach a photocopy of the following :

a) Attested photocopy of 10th / 12th / UG / PG documents.

b) Mark sheet of the last examination passed by MGU

iii) Must submit the requisite fee of Rs.2000/- in the form of a Demand Draft/Pay Order drawn in favour of Mahatma Gandhi University Payable at Shillong.

2. **Migration Certificate Correction:**

For getting a migration certificate corrected a student must:

I) Submit the original migration certificate

ii) Attested photocopies of the 10th & 12th examination passed.

iii) Attested photocopies of Mark Sheet of the last examination passed from MGU.

iv) The requisite fee of Rs.1000/- in the form of Demand Draft/Pay Order drawn in favour of Mahatma Gandhi University payable at Shillong.

3. **For issue of a duplicate Migration Certificate:**

In case of a migration certificate lost, destroyed and defaced a student may apply for the issue of a duplicate migration certificate along with the following :

I) The prescribed application form for issue of duplicate migration certificate.

ii) An affidavit on a non juridical paper of the value of Rs.10/- in the following ***format:-***

I ……son/daughter of …….resident of ……..solemnly declare that the migration certificate no. ……..dated……..issued to me by MGU to enable me to join ……university has been lost and that I did not join any other university on the basis of the same nor have I submitted the same for joining any other university.

Deponent

Verification:-

Verified at ……on …….that the content of the above affidavit are true and correct to the best of my knowledge and belief and nothing material has been concealed therein

iii) Must deposit the requisite fee of Rs.1000/- in the form of Demand Draft/Pay Order drawn in favour of Mahatma Gandhi University payable at Shillong.

4. **Provisional pass certificate:**

A Provisional pass certificate will be issued to all those students who have been declared successful in the final examination. This will be issued on making a request along with a Demand Draft of Rs.3500/- in favour of Mahatma Gandhi University payable at Shillong along with the prescribed form.

5. **Duplicate Provisional Certificate:**

A duplicate provisional certificate may be issued in case the same has been lost destroyed or mutilated with a photocopy of FIR lodged in the nearby police station. A duplicate fee of Rs.1000/- shall be paid in the form of Demand Draft/Pay Order in favour of Mahatma Gandhi University payable at Shillong.

**Note : All document must attested by Facilitation Centre or Gazetted Officer.*