Kohima Science College

(An Autonomous Government PG College) Jotsoma, Nagaland

Application for Issue of Migration Certificate

То		
	The Controller of Examinations,	
	Kohima Science College, Jotsoma	
Sir,		
	Kindly issue me my Migration Certificate	e as per my particulars:
1.	Name Mr/Ms (in block letters and as in college records)	
2.	Roll no	3. Reg. no
4.	Department/Honours	
5.	Programme (BA/BSc/MSc)	
6.		n of programme ng programme due to
7.	Contact no.	
-	e read the rules/information relating to issu paid the fee of amount ₹ /- and enclosed photocopies of marks sheets of	have attached the deposit slip/a copy of the receipt
		Yours faithfully,
Date:		Signature of the applicant
	(F	or office use)
The p	particulars given by the applicant have be	en verified and found to be correct. Migration Certificate
	ng Sl. No dated	
		Officer-in-charge
Recei	ved	(Signature of the applicant with date)

INFORMATION RELATING TO ISSUE OF MIGRATION CERTIFICATE

- 1. The migration certificate is issued to an applicant who is a registered student of the college and has appeared at least the first end semester examination of the programme.
- 2. In the case of a student who has not appeared the first end semester examination of the programme and desires to discontinue his/her studies in the programme, his/her registration will be cancelled on request and relevant documents will be returned to him/her. However, such requests will be entertained only within 6 (six) months of the date of registration.
- 3. All applications must be submitted on the prescribed form with the prescribed fee.
- 4. Photocopies of mark sheets of all the semesters examinations that the applicant has appeared in must be enclosed.
- 5. Additional fees and procedures will apply if the migration certificate is being applied for 5 (five) or more years after the programme completion/discontinuance of studies by the applicant.
- 6. The Examination Committee reserves the right to withhold issuance of migration certificates.
- 7. The rate of fee for migration certificate is ₹200/-

Sd/-Controller of Examinations Email: <u>coe@kscj.ac.in</u>