



**THE UNIVERSITY OF BURDWAN**  
**Rajbati, Burdwan 713104**

**PROCEDURE FOR OUTWARD MIGRATION**

1. Application form for Migration certificate is to be purchased from the sales counter located at Rajbati campus of the University on payment of Rs. 20/-. It may also be downloaded from [www.buruniv.ac.in](http://www.buruniv.ac.in) by clicking the link INFORMATION >> REGISTRATION/MIGRATION.
2. The following documents are to be submitted along with the filled in Application form:
  - a) Original Registration certificate (which will be returned along with the Migration certificate).
  - b) Attested photocopy of mark sheet of the last examination passed of this university.
  - c) If the course is not completed then a certificate from Head of that Institute/ College/ Department is to be furnished and the form should be forwarded by the Head of that Institute/ College/Department.
3. The migration fee as stated below should be paid directly by depositing cash at university cash counter or by a Demand Draft drawn in favour of "The Finance Officer, The University of Burdwan".
  - A) Ordinary (after 10 working days) : Rs. 100/-
  - B) Urgent( after 72 working hours) : Rs. 150/-
  - C) On date : Rs. 200/-In case of downloaded form, the price of the form is to be paid along with the Prescribed fee.
4. On date/ Urgent Migration certificate may be collected either personally or through authorized person.
5. Outstation candidates may collect Migration Certificate by post sending downloaded filled up Application form with all the relevant documents along with the prescribed fee in the form of D.D. and a self addressed stamped (as per postal tariff) envelop. This should be sent to:

Registrar  
The University of Burdwan  
Rajbati, Burdwan  
Pin-713104

For any further clarification, candidates may contact Regn. and Migration section by dialing 0342-2634975extn. 234