



## **COUNCIL OF HIGHER SECONDARY EDUCATION C- 2, PRAJNAPITHA, SAMANTAPUR, BHUBANESWAR - 13**

### **FORM OF APPLICATION FOR ISSUE OF MIGRATION CERTIFICATE**

*(To be filled in by the student)*

From \_\_\_\_\_

To \_\_\_\_\_

The Controller of Examinations,  
Council of Higher Secondary Education,  
Odisha, Bhubaneswar

(Through the Principal/Headmaster \_\_\_\_\_ College /H.S. School)

Ref.: Your Letter No \_\_\_\_\_ Dated \_\_\_\_\_

Sir,

I beg to request you kindly to issue a Migration Certificate in my favour as I intend to join the \_\_\_\_\_ University for further studies. I passed /failed/appeared at the S.S. Examination in Arts/Commerce/Science/Vocational of the Council held in the month of \_\_\_\_\_ 20\_\_\_\_\_ with Roll No. \_\_\_\_\_ having been sent up from \_\_\_\_\_ College/ Higher Secondary School or I am at present reading in \_\_\_\_\_ year/ class in \_\_\_\_\_ College. My Council Registration Number is \_\_\_\_\_ of 20 \_\_\_\_\_. I am leaving this Council to take up \_\_\_\_\_ course in the said University. I have deposited the prescribed fee of Rs. 120 /- in shape of B.D. only payable to the Finance Officer, Council of Higher Secondary Education, Odisha, Bhubaneswar.

In the circumstances, I request that the Migration Certificate prayed for may kindly be issued to me at your earliest convenience.

I beg to remain.

Yours Faithfully,

Dated \_\_\_\_\_

Place \_\_\_\_\_

**(Signature in full)**

The non-collegiate candidate may get this form attested by a Gazetted Officer with designation seal.

**ATTESTED**

N.B. Please strike out the words not required.

**Required information to be filled in by the Institution while recommending the application.**

1. Name of the College / H.S. School
2. Name of student
3. Examination passed with year and Roll No. or he/ she still a student of the institution should be stated the class in which he/ she is reading.
4. Whether the fee of Rs. 120/- has been paid to the Council in shape of B.D. No. \_\_\_\_\_ Date \_\_\_\_\_
5. Date of Birth as entered in College/ Higher Secondary School admission Register.
6. Date of first admission to college/ H.S. School under the Council after passing the Matriculation H.S.C. any other examination.
7. Name of the College / H.S. School.
8. Registration Number as a student of this Council.
9. Date of leaving College/ H.S. School.
10. Conduct & character of the student during his/ her college/ H.S. School career.
11. Opinion of the Principal/ Headmaster as to the Council's granting the applicant Migration Certificate.
12. Degree or course the student wants to take in the University/ Council he/ she wants to join.

Memo No. \_\_\_\_\_

Date \_\_\_\_\_

Forwarded to the Secretary, Council of Higher Secondary Education, Odisha, Bhubaneswar together with the application of \_\_\_\_\_ in original with reference to his/ her letter No. \_\_\_\_\_ dated \_\_\_\_\_ for necessary action.

**Principal / Headmaster**  
College/ Higher Secondary School  
(Seal of the Institution must be used)

**RULES & INSTRUCTIONS**

1. (a) Regular students intending to obtain a Migration Certificate from the Council should apply for the same through the Head of the Institution they last studied under this Council.  
(b) Non-Collegiate students who have not attended any College/ School under this Council but registered names as students of this Council should submit their application in this form for issue of Migration Certificate direct to the Council with an attestation by a Gazetted Officer.  
(c) Students should surrender their Registration Receipts in original while applying for issue of the Migration Certificate.
2. The prescribed fee of Rs. 120/- only is payable to the Finance Officer, Council of Higher Secondary Education, Odisha, Bhubaneswar through B.D. only issued by the State Bank of India or any Nationalised Bank.
3. The requisite fee as stated above must be paid in advance.
4. (a) Application for refund of Migration Fee of Rs. 120/- from students joining another University take of Graduate Course not provided for in this Council must be made through the Head of respective institution to the Controller.
5. Non-provision at any branch of studies leading to any degree will not entitle a student for exemption from payment of the Migration Fee.
6. The rules of the Council don't provide for issue of a duplicate copy of the Migration Certificate once issued. Students intending to obtain a duplicate copy of the Migration Certificate once issued to them in case the original is lost or destroyed should apply for a fresh copy on payment of the prescribed fee in full giving the number and date of the original once.
7. Applicants for refund of Migration fee from students who don't join another University after obtaining a Migration Certificate from this Council are not admissible under the rule. Such students if they join this Council again, should submit the Migration Certificate to this through the Principal of the College which they join.
8. For any other information not provided for in the above items a reference may be made to the Controller in writing.