

**VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, ODISHA
BURLA, SAMBALPUR-768018**

APPLICATION FORM FOR ISSUE OF UNIVERSITY LEAVING -CUM -MIGRATION CERTIFICATE

(To be filled by the student concerned)

From: _____

(Name in full with complete address in capital letters)

To
The Dean, Academic Affairs
VSS University of Technology,
Odisha, Burla.

Sir,

I would request you to kindly issue the University Leaving-cum-Migration Certificate in my favour, as I intend to join the _____ University for my further studies.

1. I have passed/failed at the _____ Examination of the VSS University of Technology held in the month of _____ with Regn. No. _____ from the Department _____
2. I have registered my name in this University as a regular student of _____ Department of _____ bearing Regn.No. _____ Dated _____
(vide Registration Card in Original enclosed)
3. I have paid a fee of Rs. _____ (Rupees _____) only in the shape of Bank draft/Cash(vide BD/University Cash Receipt No. _____ date _____ enclosed)
4. I want to leave this University in order to pursue _____ course in _____ University/Institute at _____
5. Therefore, I request that the University Leaving-cum-Migration Certificate prayed for may kindly be issued to me at your earliest convenience.

Signature of the Applicant _____

Yours faithfully,

Signature of the HOD with office seal

Signature in full of the Applicant

Date:

INSTRUCTION FOR ISSUE OF UNIVERSITY LEAVING -CUM -MIGRATION CERTIFICATE

1. Applicants are advised to go through the instruction on the reverse of the Application Form before submission.
2. Money Order Postal order will not be accepted, the fees must be remitted in shape of Bank Draft drawn in favour of the VSSUT, Burla or cash in the University Cash Counter. The B.D./Cash Receipt in original must be attached to the application form.
3. Application incomplete in any manner will not be attended to and no correspondence will be initiated on the matter.
4. The prescribed fee of Rs.100/-(Rupees one hundred) only is payable in the shape of B.D. to be drawn in favour of VSSUT, Burla or paid in cash in the University Cash
5. For any other information not provided for in the above items a reference may be made to the Registrar in writing.
6. Any student, who wants to receive the University Leaving-cum-Migration Certificate in person, should show his proper identification him self only.
7. Any student, who wants to obtain the University Leaving-cum-Migration Certificate by post, shall pay a Sum of Rs.50/- extra towards postal charges over and above the prescribed fee of Rs.150/-.
8. Students B.Tech./M.Tech./M.Sc/MCA applying for University Leaving-cum-Migration Certificate, Should submit a true copy of Provisional, Conduct & Matric Board Certificate.

VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, ODISHA, BURLA
(Information required for issue of University Leaving-cum-Migration Certificate)
(To be filled in by the institution recommending the application)

1. The particulars furnished by the applicant were verified and found to be correct.
2. Date of birth as entered in the University Admission Register_____
3. Date of leaving the Department._____
4. Remarks on conduct and character of the student during his/her studentship in this University_____

Dealing Assistant

Section Officer (Academic)

Issue/Not to be issued

Dean, Academic Affairs