

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:

## INSTRUCTIONS TO APPLICANT

1. The application for University Leaving-cum-Migration Certificate to be forwarded through the respective Head of Department.
2. The prescribed fee of Rs.100/-(Rupees one hundred) only is payable in the shape of D.D. drawn in favour of VSSUT, Burla / in cash in the University Cash counter/Bank Challan. Receipt in original must be attached with the application form.
3. 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/-.
4. Students B.Tech./M.Tech./M.Sc/MCA applying for University Leaving-cum-Migration Certificate, Should submit a true copy of HSC, Provisional, Conduct Certificate & Original Registration Card.

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