



RKDF UNIVERSITY RANCHI

ARGORA, KATHAL MORE ROAD, DHIPATOLI - PUNDAG, RANCHI – 834004

Application for obtaining Migration/ Transfer Certificate

PHOTO

1. Mode of Application : Regular ☐ Tatkal ☐
2. Name of the Student : _____
3. Father's Name : _____
4. Enrollment No. : _____
5. Course : _____
6. Contact No : _____
7. ABC ID : _____

8. Details of last Examination Passed from RKDF University Ranchi:

| Examination Passed | Year of Passing | CGPA/Percentage | Department |
|--------------------|-----------------|-----------------|------------|
| | | | |

8. Reason for obtaining Migration Certificate: _____

9. Fee Paid Details:

Amount: _____ Receipt No: _____ Dated: _____

10. Mode of Collection of Certificate: In Person ☐ By Post ☐

Self addressed stamped envelope (with an additional fees of Rs. 500) for Speed Post should be enclosed with this application form if the candidate intends to receive the M/C by Post.. However M/C can be received by hand on production of Money Receipt by the Candidate.

Office Notes

Received By
(Date)

Checked By
(Date)

Prepared By
(Date)

DECLARATION

I do hereby declare that I have neither been debarred from appearing in any University Examination nor I am pursuing any course of study conducted by **RKDF University Ranchi**.

Date : _____

Full Signature of the Candidate

Recommendation of the Principal / Head of the Department / Dean Academics

The particulars stated above have been checked, verified and found correct. Migration Certificate may be issued.

Date : _____

Signature of the Principal / Head/ Dean Academics

INSTRUCTIONS FOR THE APPLICANT

1. Application Form for Migration must be accompanied with the
 - a) **No dues form**
 - b) **Self-attested photocopy of mark sheet of the last examination passed/appeared from RKDF University.**
 - c) **For Ph.D; Self Attested photocopy of Ph.D. Degree Certificate.**
2. Candidate who did not sit in any **RKDF University** Examination must enclose a certificate from the Principal / Head of the Dept./ Dean Academics about discontinuation of concerned course.
3. Incomplete application form and form submitted after due date shall not be entertained.
4. Fees once paid are not refundable.
5. **Current Rate of Fees is as under:-**

| Particulars | Regular Fees (Rs.) | Tatkal Fees (Rs.) |
|-----------------------|---------------------------|--------------------------|
| Migration Certificate | 500 | 1000 |
| Transfer Certificate | 500 | 1000 |

This is however subject to change.

Additional Rs. 500 if opted to receive Certificate by post.

Note:

If there is urgency in getting the certificate, the candidate may apply for the same certificate under Tatkal scheme. Under this scheme the student can get the certificate within three working days' time after the application has been received.

BANK DETAILS

Bank Name : **PUNJAB NATIONAL BANK**
Branch Name : **GONDHERMHOW (BHOPAL)**
Account No. : **7548002100000593**
IFSC Code : **PUNB0754800**
Account Holder's Name : **RKDF UNIVERSITY RANCHI**
Branch Address : **GONDHERMHOW (BHOPAL)**