



APPLICATION FORM FOR TC / CC / MIGRATION / BONAFIDE CERTIFICATE

Certificate Required	☐ Transfer Certificate (TC) ☐ Character Certificate (CC) ☐ Migration Certificate (MIG) ☐ Bonafide Certificate ☐ Bonafide Loan Certificate
Student Name	
Father's Name	
Enrollment No.	
Roll No.	
Course	
Faculty/School	
Semester / Year	
Academic Session	
Date of Birth	
Mobile No.	
Email ID	
Purpose of Certificate :-	
Present Address	
Permanent Address	
Documents Attached	
☐ ID Card ☐ Fee Receipt ☐ Marksheet ☐ Aadhaar Card ☐ Other	
Declaration I hereby declare that the information furnished above is true and correct to the best of my knowledge.	
Date	Student's Signature
FOR OFFICE USE ONLY	
Application Received On	
Application No.	
Fee Status	☐ Paid ☐ Pending ☐ Exempted
Verification Status	☐ Verified ☐ Pending
Remarks	
Concerned Staff	Registrar Office (Signature & Seal)
Signature & Date	Signature & Date



REGISTRAR OFFICE

TRANSFER CERTIFICATE (TC), CHARACTER CERTIFICATE (CC) & MIGRATION CERTIFICATE – PROCESS FLOW

Step	Process / Activity	Responsible Office	Help Desk / Contact Person	Flow
1	Submit the duly filled Application Form for TC / CC / Migration Certificate to the Registrar Office at least 2 days in advance , along with all prescribed supporting documents.	Registrar Office	Mr. Homlal Sahu (9201737187) Mr. Mohit Dhruw (9201737189) Mr. Domar Sahu (8120084370)	↓
2	After verification of the application, deposit the prescribed certificate fee in the Accounts Office and collect the Original Fee Receipt.	Accounts Office	Ms. Babita Rani (6261933258) Ms. Harshlata Sahu (7489592973)	↓
3	Submit the Original Fee Receipt to the Registrar Office for final processing and preparation of the requested certificate(s).	Registrar Office	Mr. Homlal Sahu (9201737187) Mr. Mohit Dhruw (9201737189) Mr. Domar Sahu (8120084370)	↓
4	Collect the approved TC / CC / Migration Certificate from the Registrar Office after signing the delivery / receiving register.	Registrar Office	Mr. Homlal Sahu (9201737187) Mr. Mohit Dhruw (9201737189) Mr. Domar Sahu (8120084370)	↓

DOCUMENTS REQUIRED



- TC / CC / Migration Application Form
- Original Fee Receipt
- Copy of Class X (10th) Certificate
- Copy of the Last Marksheet / Degree / Provisional Certificate of the concerned Programme
- Student Identity Card (if applicable)
- Aadhaar Card Copy
- No Due Certificate (if applicable)

IMPORTANT INSTRUCTIONS

- ✓ Application must be submitted at least 2 days in advance before the required date of issue.
- ✓ Certificates shall be issued only after successful verification of the application, documents and fee payment.
- ✓ Students must ensure that all University dues have been cleared before applying.
- ✓ Incomplete applications or applications without the prescribed documents shall not be processed.
- ✓ The Original Fee Receipt must be produced at the time of collection of the certificate(s).
- ✓ The student or an authorized representative (with proper authorization) shall acknowledge receipt by signing the Certificate Delivery Register.

HELP DESK

APPLICATION & GENERAL SUPPORT

- Mr. Homlal Sahu 9201737187
- Mr. Mohit Dhruw 9201737189
- Mr. Domar Sahu 8120084370

FEE RELATED QUERIES

- Ms. Babita Rani 6261933258
- Ms. Harshlata Sahu 7489592973

NOTE

Certificate will be issued on working days only.

