

**BIRLA INSTITUTE OF TECHNOLOGY
MESRA : RANCHI**

APPLICATION FORM FOR THE ISSUE OF MIGRATION & TRANSFER CERTIFICATE

To
The Registrar
Birla Institute of Technology, Mesra
Ranchi (Jharkhand) - 835215

I hereby request to issue a (tick applicable) Migration & Transfer Certificate. My particulars are:

1. NAME: _____

2. FATHER'S NAME: _____

3. ADDRESS FOR SENDING CERTIFICATE/ TO COLLECT BY
HAND: _____

4. DATE OF BIRTH: _____
5. PHONE NUMBER: _____
6. EMAIL ID : _____
7. CAMPUS/OFF CAMPUS OF STUDY: _____
8. EXAMINATION PASSED _____
9. YEAR OF PASSING: _____
10. ROLL NO: _____
11. MARKS AND DIVISION OBTAINED: _____

12. Fee Details:

SBI Collect Reference No. _____
Date: _____ Amount: _____
(Fee is to be paid online through <https://www.onlinesbi.sbi/sbicollect/icollecthome.htm>
Select "Students Section Fee" in "Payment Category" option)

13. TICK WHICHEVER APPLICABLE:

I am enclosing my previous Migration Certificate / Transfer Certificate in original with this application form
OR
My previous Migration Certificate / Transfer Certificate was submitted to the Institute during admission/period of study

I hereby declare that the information provided above is correct to the best of my knowledge. I have not taken any Migration or Transfer Certificate from the Institute before this. I further certify that I have not enrolled with any other university/Institution after passing out from BIT Mesra up to this date. In the event of any of the above information being found incorrect, the Certificate shall be liable for cancellation by the Institute and legal action may be initiated against me.

Signature _____

Date _____

INSTRUCTIONS

1. This application should be submitted along with a photocopy of **Provisional Certificate / Degree certificate** and fee receipt (if fee is applicable)
2. Fee applicable – Rs. 200/- if course was completed before 2011. Fee is not applicable for students whose courses were completed in or after 2011.

*(The application and its enclosures should be sent **in hard copy** to the respective campus of the student)*