



VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY: BURLA

FORM NO. (ACADEMIC): B

No.VSSUT/ / /20.....

Dated:/...../20.....

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

From: _____

(Name in full with complete address in capital letters)

To

The Dean, Academic Affairs / Dean, PGS & R
At / Po – Engineering College Burla,
Dist – Sambalpur
Pin – 768018 (Odisha)

Sir / Madam,

I would request you to kindly issue the University Leaving-cum-Migration Certificate in my favour, as I want to pursue _____ course in _____ University / Institute at _____ for my further studies.

1. I have passed the _____ Examination of VSS University of Technology held in the month of _____ with Regd. No. _____ from the Department _____
2. I have paid a fee of ₹100/- (Rupees One Hundred only) vide University Cash Counter Money Receipt No. / Canara Bank, VSSUT Branch Challan No. / Online Payment Acknowledgement Receipt deposited in A/c No. 80622200000168, IFSC Code CNRB0018062, No. _____, Date _____.
3. Therefore, I request that the University Leaving-cum-Migration Certificate prayed for may kindly be issued to me at your earliest convenience.

Yours faithfully,

Signature of the HOD with office seal

Full Signature of the student with date

N.B.: Students are required to go through the instructions on the reverse of this application form before submission

INSTRUCTIONS TO STUDENT

1. The application for the University Leaving-cum-Migration Certificate must be signed by the Head of the Department with the official seal.
2. Any student, who wants to obtain the University Leaving-cum-Migration Certificate by post, is required to pay an additional amount of **₹50/-** towards postal charges.
3. Students of B.Tech / B.Arch / B.Tech & M.Tech Dual Degree / M.Sc. / Int. M.Sc. / M.Tech and MCA applying for the University Leaving-cum-Migration Certificate should submit photocopies of the following documents:
 - a) HSC / 10th Pass Certificate showing father's name and date of birth.
 - b) Provisional Certificate.
 - c) Conduct Certificate.
 - d) Original Registration Card.
 - e) Proof of selection for higher studies **(Optional)**.
4. Any student who fails to submit the original registration card is required to submit a court affidavit for damage of the card or FIR copy for loss of the card.

FOR OFFICE USE

1. The particulars furnished by the student are 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

Issue / Not to be issued

Dean, Academic Affairs / Dean, PGS & R