



Ref. No. : Exam/Migration/2025-26/309

Date : 18.10.2025

To,

1. The Principals of Autonomous / Affiliated / Conducted Colleges,
2. The Heads of the University Departments and Recognised Institutions,
3. The Director, Centre for Distance Education.

Sub: Migration Certificate.

Respected Sir / Madam,

It is requested to all please instruct students while applying for migration certificate,

- a. Attach Photocopies of **all Marksheets** attempt wise - individual as well as consolidated
- b. Before sending / submitting the application also check principal's stamp and signature is taken on **ORIGINAL college level examinations marksheets.**
- c. Photocopy of M.K.C.L./ Samarth Portal T.C. (Given by College/Dept./Inst.) **applicable for students admitted 2012 onward**
- d. Photocopy of Transfer Certificate / Leaving Certificate (Given by College/Dept./Inst.)

It is compulsory to send the application along with all enclosures and prescribed fees in hard copies by post or courier.

It is also, requested to use format of application as per attached proforma only, many colleges issue old migration forms.

आदरणीय महोदय / मॅडम,

सर्वाना विनंती आहे की, स्थलांतर प्रमाणपत्रासाठी अर्ज करताना विद्यार्थ्यांना सूचना द्या,

अ. सर्व मार्कशीट्सच्या परीक्षा निहाय आणि एकत्रित प्रयत्नांच्या छायाप्रती जोडा

ब. अर्ज पाठवण्यापूर्वी / सादर करण्यापूर्वी मूळ महाविद्यालयीन स्तरावरील परीक्षांच्या गुणपत्रकांवर मुख्याध्यापकांचा शिक्का आणि स्वाक्षरी तपासा.

क. २०१२ नंतर प्रवेश असलेल्या विद्यार्थिनीसाठी एम.के.सी.एल. / समर्थ पोर्टल टी.सी.ची छायाप्रत (महाविद्यालय/विभाग/संस्थेने दिलेली)

ड. हस्तांतरण प्रमाणपत्र/निवृत्ती प्रमाणपत्राची छायाप्रत (महाविद्यालय/विभाग/संस्थेने दिलेली)

सर्व संलग्न कागदपत्रांसह आणि निर्धारित शुल्कासह अर्ज पोस्ट किंवा कुरिअरने पाठवणे अनिवार्य आहे.

विद्यार्थिनींनी फक्त जोडलेला स्थलांतर फॉर्मच्या नमुन्यात अर्ज सादर करावा, अनेक महाविद्यालये विद्यार्थिनींनी जुने स्थलांतर फॉर्म चा नमुना अद्याप वापरतात.

(Dr. Sanjay Nerkar)

Director

Board of Examinations and Evaluation

**SHREEMATI NATHIBAI DAMODAR THACKERSEY
WOMEN'S UNIVERSITY**

Pariksha Bhavan, Sir Vithaldas Vidyavihar, Juhu Road,
Santacruz (W), Mumbai 400 049.

TEL : 022-26612877 (Direct) / 022-26608462/93 EXTN. : 395

E-mail : mcdc@exam.sndt.ac.in

APPLICATION FORM FOR MIGRATION CERTIFICATE

To,
The Director,
Board of Examinations and Evaluation,
S.N.D.T. Women's University,
Pariksha Bhavan, Sir Vithaldas Thackersey Vidyavihar,
Juhu Road, Santacruz (West),
Mumbai 400 049.

Amt. of Fees (Rs.) : _____

Receipt No. : _____

Date : _____

Mode of Payment : Cash / D.D.

Name of the Student : _____
(As per Marksheet/Degree Certificate)

Address for Correspondence: _____
(Within India only)

_____ Pin Code : _____

Contact Numbers : 1. _____ 2. _____

E-mail Id : _____

FINAL YEAR / FINAL SEMESTER / FINAL PASSED EXAMINATIONS DETAILS

Name of the Examination: _____ Semester / Year _____ Seat Number : _____

Month and Year _____ Result _____ Name of College/Institute/Dept. _____

Mode of Study: Regular _____ OR Distance _____

DECLARATION

I hereby declare that, I have not received Migration Certificate before.

Signature of the Student

From Last attended College/Department/ Institute

I am to forward herewith an application of Ms. _____ for
Migration Certificate. The applicant has not been restricted or debarred by the University and I
have no objection to issue her Migration Certificate by the University. She has been student of the
_____ College/Institution/Dept. since _____ and left in the
_____. The transfer certificate is sent herewith in duplicate. On behalf of this candidate no
application for Migration Certificate has been made previous to this date.

Signature and Seal
Principal/HoD/Director

INSTRUCTIONS :

1. Fees for Migration Certificate Rs. 255/- Fees
2. In case, the Migration Certificate is to be sent by post, an additional amount of **Rs.50/-** towards postal charges be remitted.
3. Fees can be paid by Cash/RTGS/NEFT/QR Code.
Details about RTGS/NEFT : IFSC CNRB0004634 A/C Number 4634101000022 CANARA BANK, S.N.D.T. JUHU MUMBAI : 400 049
Details about QR Code please visit to our website : sndt.ac.in click on Exam Section click on Fee Structure at the end of page QR Code is display
4. **List of Documents to be enclosed with application form :**
 - a. Print out of Screen shot if payment is made by RTGS/NEFT/QR Code
 - b. Receipt for fees paid –**UNIVERSITY COPY** (if fee paid at Accounts Unit Counter of Pariksha Bhavan, Juhu)
 - c. Photocopies of **all Marksheets** attempt wise - individual as well as consolidated
 - d. Photocopy of M.K.C.L. Portal T.C. (Ask to your College/Dept./Inst.) **applicable for admitted 2012 onward**
 - e. Photocopy of Transfer Certificate / Leaving Certificate (Given by College/Dept./Inst.)
 - f. If the previous qualification was not completed at S.N.D.T. Women's University, a copy of the migration certificate is required from the relevant university (**only for B.Ed / Masters / P.G Courses**).
5. **Processing Time** : Usually takes 15 working days.
6. Fees once paid will not be refunded.
7. Incomplete and wrong details in application will not be entertained and no correspondence will be made in that behalf.
8. In case of incomplete document or less fee paid the working days will be calculated after the completion of the document or payment of fee.