Form No: A9

**INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES) DHANBAD**

**OFFICE OF THE DEAN (ACADEMIC)**

**FORM FOR ISSUING MIGRATION CERTIFICATE**

**[**Please send the duly filled-in form with enclosures to **certificates@iitism.ac.in]**

**No. MG.**

(Office Use Only)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. | Name of Student |  | | | | | |
| 2. | Admission No. |  | | Department | |  | |
| 3. | Program |  | | Branch (if any) | |  | |
| 4. | Email ID |  | | | | | |
| 5. | Contact Number |  | | | | | |
| 6. | Father’s / Guardian Name |  | | | | | |
| 7. | Month & Year of Admission at IIT (ISM) |  | | | Month & Year of Completion of Academic Program | |  |
| 8. | Communication Address (with Pin Code) |  | | | | | |
| 9. | Payment Details (if applicable) - <https://www.onlinesbi.com/sbicollect/icollecthome.htm?corpID=272342>  (Select payment category: OTHER ACADEMIC FEES / FINES) | | | | | | |
| SBI Collect Reference No. / UTR No. | |  | | | | |
| Amount Paid (in Rs.) |  | | | Date of Payment | | DD/MM/YYYY |

Encl: **Please attach online payment receipt.**

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of the Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Details of Charges and documents to be submitted:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No.** | **Year of Passing** | **Charges** | **Document Required** |
| (i) | Within 3 years | Postal Charges (if applicable) | Scanned Copy of Degree / Provisional Certificate / Consolidated Grade Card |
| (ii) | After 3 years | Rs. 500/- and  Postal Charges (if applicable) |
| Applicable Postal Charges | | Rs. 100/- to be posted within India.  Rs. 1,000/- to be posted outside India. | |

**(**The role of the institute in sending the documents is limited to booking at the post office. The Institute will not be responsible for the safe passage and delivery of the documents to the addressee.)

**FOR OFFICE USE ONLY**

|  |  |
| --- | --- |
| **Verification:**  The facts, as stated above are **CORRECT/NOT CORRECT**  as per records available.  **Remarks, if any:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date:\_\_\_\_\_\_\_\_\_\_\_    Signature of Dealing Assistant | **Date of Receipt of Application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Issuing Date of Certificate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Date:\_\_\_\_\_\_\_\_\_\_\_  AR (Academic – UG/PG) |