



Guru Gobind Singh Indraprastha University

"A State University established by the Govt. of NCT of Delhi"

Sector 16C, Dwarka, New Delhi-110078

Website: www.ipu.ac.in

F.No. Academic/2025/Migration Fee Hike/ 976

Dated: 17/07/2025

NOTIFICATION

Subject:- Fee Hike in issuance of Migration Certificate

The Academic Council, GGSIP University in its meeting held on 11.06.2025; the Finance Committee, GGSIP University in its meeting held on 13.06.2025 vide Agenda Item No. 70.10 and subsequently the Board of Management, GGSIP University in its meeting held on 19.06.2025 vide Agenda Item No. 87.35, has approved Fee Hike in issuance of Migration Certificate, the details of which are as under: -

S.NO. (1)	Types of Migration Certificate Fee (2)	Revised Fees (3)
1	Issue of Migration Certificate Up to 10 Years (From the last Examination passed) shall be made available in 15 working days.	1000/-
2	Issue of Migration Certificate on 'TATKAL BASIS' over & above the prescribed fee, shall be made available in 3 working days.	2500/-
3	Issue of 'Duplicate Migration' shall be made available in 15 working days over & above the prescribed fee.	2000/-
4	More than 10 years (From the last Examination Passed)	2000/-
5	Migration Certificate Verification	500/-

This shall be implemented w.e.f. 1.8.2025

This is for information of all the stakeholders.

(Prof. Udayan Ghose)

Director-Incharge (Academic)

F.No. Academic/2025/Migration Fee Hike/

Dated:

Copy forwarded to the following for information & necessary action:-

1. All Deans/Directors, USS, GGSIP University.
2. COE- & II, GGSIP University.
3. Controller of Finance, GGSIP University.
4. The Directors/Principals, Self Financing Institutes/Govt. College.
5. Branch Manager, Indian Bank, GGSIP University, Sector-16C, Dwarka, New Delhi.
6. DR (Coordination), GGSIP University.
7. AR, Vice Chancellor Sectt., GGSIP University for information of Hon'ble Vice Chancellor.
8. AR, Registrar, GGSIP University, for information of Registrar.
9. Head, UITS, GGSIP University with request to upload the Notification on University website. **Revised form of Application for Issue of Migration Certificate is attached as Annexure 'A'.**
10. PRO, GGSIP University with a request to display the same on the University's Notice Board.
11. Guard file.

(Dr. Vijay Kumar)

Dy. Registrar (Academic)

FORM OF APPLICATION FOR ISSUE OF MIGRATION CERTIFICATE

(To be filled in by the Applicant – Before filling in the form, see the instructions on reverse)

1. Name of Applicant : _____
2. Father's Name : _____ Mother's Name: _____
3. University Enrolment No : _____
4. Name of the USS/ Inst/ College : _____
From which the candidate passed
5. Particulars of the Programme & supporting Documents : Programme/ Course: _____ Year of Admission : _____
Programme Duration: _____ Year of Passing: _____
Consolidated Mark sheet _____ if issued Provisional Certificate: _____
6. Permanent Address : _____

7. Phone No. / E-mail ID : E-Mail ID: _____
8. Prescribed Fee Amount Paid (Please see overleaf):

Rs. 1000 <input type="checkbox"/> For (1) upto 10 Years	Rs. 2000 <input type="checkbox"/> For (4) above 10 Years	Rs. 3000 <input type="checkbox"/> For (3) Duplicate Migration upto 10 Years = (3) + (1) (2000+1000)	Rs. 4000 <input type="checkbox"/> For (3) Duplicate Migration above 10 Years = (3)+(4) (2000+2000)	Rs. 500 <input type="checkbox"/> For (5)
Rs. 3500 <input type="checkbox"/> For (1) upto 10 Years under Tatkal = (1) + (2) (1000+2500)	Rs. 4500 <input type="checkbox"/> For (4) above 10 Years under Tatkal = (4) + (2) (2000+2500)	Rs. 5500 <input type="checkbox"/> For (3) Duplicate Migration upto 10 Years under Tatkal = (3)+(1) + (2) (2000+1000+2500)	Rs. 6500 <input type="checkbox"/> For (3) Duplicate Migration above 10 Years under Tatkal = (3)+(4) + (2) (2000+2000+2500)	

Challan No. _____ Dated _____

9. Full Name & Postal Address of the College & University in which the applicant has taken admission : _____

10. Name of the Programme and Session in which the applicant has taken admission : _____
11. The copy of proof of having taken admission : _____
12. Documents of the University/ Institute requiring Migration Certificate for admission : _____

Signature of the Applicant

P.T.O

DECLARATION

I solemnly affirm that the information furnished above is true and correct in all respects. I have not concealed any information. I realize that if any information furnished here is found to be incorrect/ untrue, I shall be liable to action by the University.

Dated: _____

Signature of the Applicant

Certified that the above entries made by the applicant are correct as per records and he/she has paid USS/ Institutions/ College dues. The USS/ Institution/ College has no objection for issue of Migration Certificate him/her by the University.

Dated: _____

Signature of Dean/ Director/ Principal
(With Seal)

(Stamps of USS/ Institution/ College)

Received the above Certificate No _____ Dated _____ on _____

Dated: _____

Signature of the Applicant

IMPORTANT INSTRUCTIONS

1. The particulars of the students given in the form should correspond with those appearing in the Certificates issued to him/her from time to time. The application form must be signed by the student and in no case by someone else on his/her behalf.
2. Xerox copies of Degree Certificate/ Provisional Certificate and Consolidated Mark Sheet issued by the University submitted should be duly attested and forwarded by the Dean/ Director/ Principal of USS/ Affiliated Institution, last attended by the applicant, along with the request form.
3. The Migration Certificate will be sent to the University where the student has taken admission and as such it is important at the time of filling the form and student fills the form with the correct details. The student shall submit the envelope (A4 Size) (30*25 cm) along with the address of the University where the Migration Certificate required to be sent.
4. Prescribed Fee for Migration Certificate is to be paid at Indian Bank, GGSIP University, Sector- 16-C, Dwarka, New Delhi-110078. The original receipts of the Challan issued by Indian Bank, GGSIP University, Dwarka is to be enclosed with the application form for issue of Migration Certificate.

S.N. (1)	Types of Migration Certificate Fee (2)	Fees (3)
1	Issue of Migration Certificate Up to 10 Years (From the last Examination passed) shall be made available in 15 working days	1000/-
2	Issue of Migration Certificate on ' TATKAL BASIS ' over & above the prescribed fee, shall be made available in 3 working days	2500/-
3	Issue of ' Duplicate Migration ' shall be made available in 15 working days over & above the prescribed fee	2000/-
4	More than 10 years (From the last Examination Passed)	2000/-
5	Migration Certificate verification	500/-

Note:- Fee Hike in Issue of Migration Certificate shall be implemented w.e.f. 1.8.25 The same has been approved by the Statutory Bodies of the GGSIP University.

5. The University is in the process of making provision for submission of application for issue of Migration Certificate through online mode, however, till it is implemented, the students applying for issue of Migration Certificate shall continue to submit the original receipt of the Challan by the Indian Bank, GGSIP University, Dwarka for having paid the approved prescribed fee for Migration Certificate alongwith the original Application Form.