

Application for Migration Certificate

1. Application for Migration Certificate Following University Degree Completion

To,
The Registrar,
[University Name],
[University Address],
[City], [State], [Pin Code]

Subject: Application for Migration Certificate Following University Degree Completion

Respected Sir/Madam,

I, [Your Full Name], recently completed my [Degree Name], under the enrollment number [Enrollment Number], from the [Department/Faculty Name] at [University Name]. I have successfully fulfilled all the academic requirements of my degree program and have also cleared all my university dues.

I am writing this application to humbly request you to issue my Migration Certificate. I require the Migration Certificate as I am planning to pursue further education in another university, and it is a mandatory document for my admission process there.

I have attached a photocopy of my Mark Sheets, Degree Certificate, and any other supporting documents required for the Migration Certificate. I kindly request you to process my application at the earliest and issue the Migration Certificate accordingly.

Please find the following details, which might be required for the verification process:

1. Name: [Your Full Name]
2. Father's Name: [Your Father's Name]
3. Mother's Name: [Your Mother's Name]
4. Date of Birth: [Your Date of Birth]
5. Enrollment Number: [Your Enrollment Number]

6. Department/Faculty: [Department/Faculty Name]

7. Degree Name: [Degree Name]

8. Year of Passing: [Year of Passing]

I would be grateful for your prompt assistance in this matter, and I am willing to provide any further information or documents that may be required.

Thanking you in anticipation.

Yours sincerely,

[Your Full Name]

[Your Address]

[City], [State], [Pin Code]

[Your Contact Number]

[Your Email Address]

2. Application for Migration Certificate from School Post 10th Grade Transition

To,

The Principal,

[Name of the School],

[School's Address],

[City], [Postal Code]

Subject: Application for Migration Certificate Post 10th Grade Transition

Respected Sir/Madam,

I hope this letter finds you in good health and high spirits. I, [Your Full Name], a student of your esteemed school, have recently completed my 10th grade examination, with the roll number [Your Roll Number]. My registration number is [Your Registration Number], and the examination was conducted by the [Name of the Examination Board] during the [Month and Year of the Examination].

As I am planning to pursue my higher secondary education from a different institution, I kindly request you to issue me a migration certificate, which is necessary for my admission to the new school. I understand that there are

certain formalities to be completed, and I am ready to provide any required documents or information to facilitate the process.

I hope you will consider my request and provide the migration certificate at the earliest, as it is essential for my further education. I am immensely grateful for the quality education and guidance your institution has provided during my time here, and I will always cherish the memories of my years at this esteemed school.

Thank you for your attention and cooperation in this matter.

Yours sincerely,

[Your Full Name]

[Roll Number]

[Class and Section]

[Contact Number]

[Email Address]

[Date]

3. Application for Migration Certificate from School After 12th Grade Graduation

To,

The Principal,

[School Name],

[School Address],

[City, Postal Code]

Subject: Application for Migration Certificate after 12th Grade Graduation

Respected Sir/Madam,

I, [Your Name], am writing this application to request the issuance of a Migration Certificate from our esteemed institution, as I have completed my 12th Grade with [Stream] from this school in the academic session [Year]. My Roll Number is [Your Roll Number], and I was a student of Section [Your Section].

I have been admitted to a reputed college in another city to pursue my higher education, and they have asked me to submit a Migration Certificate as a mandatory document for their records. Therefore, I kindly request you to issue me the Migration Certificate at the earliest possible date to avoid any future complications in my admission process.

I have attached a copy of my final mark sheet as proof of my completion of the 12th Grade at this institution. I am willing to provide any additional documents, if required, to complete the process. Your prompt attention to my request will be highly appreciated.

Thanking you in advance.

Yours sincerely,

[Your Name]
[Your Roll Number],
Grade 12, [Stream],
[School Name],
[City, Postal Code]

4. Application for Migration Certificate Upon Finalizing College Studies

To,
The Principal,
[College Name],
[College Address],
[City],
[Date]

Subject: Application for Migration Certificate Upon Finalizing College Studies

Respected Sir/Madam,

I, [Your Name], a student of your esteemed institution, have recently completed my [Course Name] with the enrollment number [Enrollment Number] in the academic year [Year of Completion]. As I have finished my college studies, I am

in need of a Migration Certificate to pursue higher education in another institution.

I kindly request you to issue my Migration Certificate at the earliest, as it is a prerequisite for my admission process into my desired university. I have attached my marksheets and other necessary documents along with this application for your reference.

I would be highly obliged if you could expedite the process and provide me the Migration Certificate at the earliest. Kindly acknowledge the receipt of this application and inform me about the estimated time for the availability of the certificate.

Thanking you in anticipation.

Yours faithfully,

[Your Name]

[Course Name]

[Enrollment Number]

[Contact Number]

[Email Address]

5. Extenuating Circumstances Application for Late Submission of Migration Certificate

To,
The Principal,
[Name of the Institution],
[Address],
[City], [Postal Code],
[Date]

Subject: Extenuating Circumstances Application for Late Submission of Migration Certificate

Respected Sir/Madam,

I, [Your Name], a student of [Your Course] with Roll Number [Your Roll Number], kindly request your attention to permit the late submission of my Migration Certificate due to extenuating circumstances.

Unfortunately, I have been experiencing [mention the reason, e.g., family issues, health problems, or any other circumstances] that have significantly impacted my ability to submit the required documents within the prescribed timeline. These unforeseen events have caused a delay in obtaining my Migration Certificate from my previous educational institution.

I understand the importance of submitting the Migration Certificate on time and the consequences of a delayed submission. However, given the nature of my situation, I humbly request your understanding and compassion in allowing me to submit the Migration Certificate at the earliest possible date.

I assure you that I will take all necessary steps to expedite the process and submit the Migration Certificate as soon as it is made available to me. I sincerely hope that you will consider my application and accept my late submission of the Migration Certificate without any penalties.

Thank you for your understanding and consideration. I am looking forward to your favorable response.

Yours sincerely,

[Your Name]

[Your Course]

[Your Roll Number]

[Your Contact Details]