

# APPLICATION FOR BONAFIDE CERTIFICATE / MIGRATION CERTIFICATE AND TRANSCRIPT

Read the instructions before filling the Application form

UNIVERSITY (Specify whether MAHE / SMU) \_\_\_\_\_

## 1. Applicant's Address

Name: \_\_\_\_\_

(In Block letters)

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Pincode \_\_\_\_\_

## 2. Study center's Address

Center Code \_\_\_\_\_

Name: \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Pincode \_\_\_\_\_

## 3. Roll Number

## 4. Tel No

(with STD code)

## 5. Email

## 6. Request for the issue (tick as applicable)

BONAFIDE CERTIFICATE ☐

MIGRATION CERTIFICATE ☐

TRANSCRIPT ☐

In case of Transcript mention if any extra copies required ☐

## 7. Reason (Indicate briefly the reason or obtaining above certificate):

## 8. Details of fees paid

DD / Challan No	DD date	DD Amount (Rs)
Bank name	Payable at Manipal / Udupi	

Certified that I have passed in all semesters and the information given above is correct  
(see the instructions)

Place:

Date:

Signature of the candidate

## 9. Applicant's address to which the certificate to be sent

### For Office Use

Eligibility verified and found correct YES / NO

Consolidated marks card

Certificates verified

Despatched on

References \_\_\_\_\_

Name: \_\_\_\_\_

(In Block letters)

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Pincode \_\_\_\_\_

## INSTRUCTIONS

1. Bonafide certificates, Migration certificates and Transcripts are normally issued to only those students who have completed the course successfully. Hence they should attach the copy of final Degree certificate. In case the student has not applied for final degree certificate, the same may be done by downloading the application format from the website [www.miteindia.com](http://www.miteindia.com) with all documents and required fees.

2. In case any student who has not completed the course wants Bonafide Certificate / Migration Certificate / Transcript, he shall give the reason for obtaining the same in appropriate column.

3. For Bonafide Certificate, Migration Certificate and Transcript the student is required to forward a Demand Draft in favour of Sikkim Manipal University, DE payable at Manipal / Udupi as under:

- |                                  |                     |
|----------------------------------|---------------------|
| A. Bonafide certificate          | : Rs 200/-          |
| B. Migration certificate         | : Rs 200/-          |
| C. Transcript                    | : Rs 200/-          |
| D. Additional copy of Transcript | : Rs 100/- per copy |

In case the Transcripts are to be despatched directly to any University or to the student who is residing in a country other than India, the postage charges of Rs 300/- or as applicable for that country as per Postal Department shall be borne by the students and the amount shall be included in the above draft.

4. The application along with all relevant documents and DD should be forwarded to the address given below:

Dy. Registrar  
Sikkim Manipal University  
1<sup>st</sup> floor, Syndicate House,  
MANIPAL - 576 104  
Karnataka  
Tel : 0820 - 2571959

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