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|  | **COMSATS University, Islamabad**Park Road, Chak Shahzad, Islamabad, Phone.051-9045196 Examinations Department  |

**APPLICATION FORM FOR MIGRATION CERTIFICATE**

To: Dy. Controller of Examinations

 COMSATS University Islamabad.

Sir,

I request for the issuance of following document(s).

 Migration Certificate Duplicate/Revised Migration Certificate

My particulars are as under:-

1. Name (In capital letters)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Father’s Name (In capital letters)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. University Registration Number :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Name of the last examination passed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Fee paid to the Allied/Habib/Dubai Islamic Bank Ltd, \_\_\_\_\_\_\_\_\_\_\_Branch Islamabad vide Challan No\_\_\_\_\_\_\_\_\_\_ dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Reasons: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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(Signature of the Applicant)

 Recommendation by the Head of Department\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructions**:-

1. Have you submitted your clearance and DMC has been received by you (in case of Passed out student).
2. If you are DI or leaving the Institute, first you will apply for cancellation of your admission and will submit your clearance, then you will eligible for Issuance of Migration Certificate.
3. Migration fee Rs. 2500/- per document.
4. Duplicate/Revised Migration fee RS.4000
5. Fee vouchers can be obtained from Accounts Department.
6. Applications should come through the Head of the respective Department.
7. All the particulars should be filled carefully in by the applicant.
8. The office shall not be responsible for any delay in case the form is incomplete.