

**WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION****Central Office :**

W. B. Council of H.S. Education  
Vidyasagar Bhavan  
9/2, Block DJ, Sector-11  
Salt Lake, Kolkata-700091

**North Bengal Regional Office :**

W.B Council of H.s. Education  
Rahul Sankrityayan Bhavan  
P.O. - North Bengal University  
Dist - Darjeeling,

**Kolkata Regional Office :**

W.B.Council of H.S. Education  
Bikash Bhavan, North Block (2nd Floor)  
Salt Lake, Kolkata-700091

**Burdwan Regional Office :**

W.B Council of H.s. Education  
Nazrul Bhavan, 5, Ichlabad (Jalkal Math),  
P.O.Sripally, Bardhaman- 713103

**Midnapore Regional Office :**

W.B Council of H.s. Education  
Jack paul Bhavan, Raja N.L.Khan Road,  
Nanur Chawak P.O.Midnapore  
Dist : Paschim Medinipore, Pin-721101

**APPLICATION FROM FOR THE ISSUE OF MIGRATION CERTIFICATE/  
DUPLICATE CERTIFICATE (FOR OUTGOING STUDENT ONLY).**

1. Name of the University / Board the student .....

Desires to join on Migration (Please mention the State)

2. Name of the student in English script (Block letters) .....

(Use Miss or Mrs. For women candidate)

b) Father's/Mother's/Guardian's Name .....

c) Husband's Name (In the case of a married women student)

3. Mailing address with Phone Nos. ....

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The applicant is required to indicate clearly how the certificate should be delivered ; (For delivery of the certificate by registered post current postal charged (Registration) is to be deposited along with Migration Fee through Cash/Bank draft drawn in favour of W.B.Council of Higher Secondary Education).

a) By hand .....

b) By Registered post .....

4. a) Registration No. of this Council with the year of Registration (H.S) .....

b) Name of the recognised institution where from his/her name was registered

5. Name of the institution to which the student was last attached (H.S.) .....

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6. Year and Roll Number of the applicant last appeared at the H.S. Examination of the council (Where applicable) .....

N.B : In case of the student whose name has not been registered with this Council, has/her name is to registered before a Migration Certificate can be issued in his/her favour.

7. The Bank Draft or Cash Memo bearing No ..... date .....  
of ..... bank is enclosed.

8. I Shri/Smt .....S/O/D.O. Shri/Smt .....  
of the above mentioned address and state that the above statement are true and correct.

Dated.....

.....  
SIGNATURE OF THE STUDENT IN FULL

Certificate issued by the Head of the Institution in which the student was last studying THIS TO CERTIFY THAT PARTICULARS INCLUDING THE REGISTRATION NUMBER, EXAMINATION, ROLL NUMBER, YEAR, ETC. AS STATED IN THIS APPLICATION FORM HAVE BEEN VERIFIED BY ME FROM THE REGISTERS AND RECORDS OF THE INSTITUTION AND FOUND TO BE CORRECT.

Dated.....

SIGNATURE  
Designation with office seal

### **INSTRUCTIONS**

**A. Submission of fees:**

Migration fee/duplicate Migration fee amounting to R.s. 200/-(Rupees two hundred) only for the delivery within 10(ten) clear working days is to be paid. Such fees shall be deposit by cash/bank draft drawn in favour of “W.B. Council of H.S. Education” Payable at Kolkata, Bardhawan, Medinipore as the case may be.

**B. Documents to be submitted : An attested copy of the**

- 1) Registration Certificate of the Council.(Attested photocopies of Registration Certificate is to be produced.
- 2) Admit Card of the last H.S.Examination of the Council last appeared.
- 3) Mark Sheet of the H.S.Examination of the Council last appeared.
- 4) In the case of a student not appeared at the H.S. Examination of the Council an attested copy of Registration Certificate along with attested copy of the Transfer Certificate from the Institution to which he/she was last attached.

### **INFOMATION**

1. In the case of a student who has already appeared at the H.S.Examination under this Council the Migration Certificate will be issued after the publication of the result of the said Examination.

### **FOR DUPLICATE MIGRATION CERTIFICATE**

For issuing duplicate Migration Certificate the student has to submit a letter issued by the Head of the Institution. where the student last studied or has been studying.