



DR. B.R. AMBEDKAR NATIONAL LAW UNIVERSITY, SONEPAT
(Established by the Haryana State Legislature Act No. 15 of 2012)

Notification

It is for the information of all students of this University that as approved by Competent Authority of this University. All students of this University can apply for migration certificate as per rules & guidelines mentioned below :-:

1. Migration Certificate shall be issued to those candidates who are already registered with this University.
2. All students who want to apply for migration certificate have to submit the application form (copy attached). All the particulars should be filled in by the candidate himself/herself. The student has to attach following documents: -
 - I. Copy of marksheet of last attended semester or copy of university leaving certificate duly signed by Head of Department.
 - II. Copy of ID proof (Voter ID Card/Aadhaar Card/Driving License/Pan card/Passport).
 - III. Copy of receipt of fee paid for issuance of Migration Certificate.
 - IV. Self-attested copy of provisional certificate, as issued by the University.
3. The office will not be responsible for any delay in case of incomplete application form, if any.
4. In case, Migration Certificate is requested to be received by person other than the applicant student, authority letter in favor of that person needs to be submitted by the applicant.
5. Migration Certificate will be issued as per details of registration record only.
6. For issuing Inter University Migration the students have to pay the fees as mentioned below: -
 - I. Rs. 2500/- (First-time applicant).
 - II. Rs. 4500/- (in case of an application for a duplicate migration certificate or after 10 years of completion of a degree course).
 - III. In case, migration certificate is requested to be sent by post (within India), Rs. 100/- postal charge needs to be paid by the applicant in addition to requisite application fee.
 - IV. The fee once paid is not refundable, in any case.

-Sd-

Deputy Registrar (Acad.)

Dated: 02.09.2024

Endst. No. DBRANLU/Acad./2024/1296-1302

A copy of the above is forwarded to the following for information and necessary action :

1. The Dean Academic Affairs/Head of Department, DBRANLU, Sonapat.
2. The Finance Officer, DBRANLU, Sonapat.
3. The Deputy Director (Audit), DBRANLU, Sonapat.
4. IT Cell, DBRANLU Sonapat to create link of the meeting.
5. All students of this University through Head of Department, DBRANLU, Sonapat.
6. P.A. to Vice-Chancellor (for kind information of the Hon'ble Vice-Chancellor), DBRANLU, Sonapat.
7. P.A. to Registrar (for kind information of the W/Registrar), DBRANLU, Sonapat.

-Sd-

Deputy Registrar (Acad.)



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Application Form for Issuance of Migration Certificate
(Kindly see the instructions on reverse)

Name of the Applicant	:	_____	Paste Photo
Guardian's Name (As per Univ. Record)	:	_____	
Program & Batch	:	_____	
Univ. Registration No.	:	<input type="text"/>	
Mobile No. _____		Email address: _____	
Address (Permanent)	:	_____	
Address (for correspondence)	:	_____	
Details of fee paid for submitting this form	Amount Paid	Date of Payment	
	Mode of Payment	Receipt No. / DD No. / Cheque No. / UTR No.	
Attach the following with this Application Form: <ul style="list-style-type: none">• Copy of ID Proof (Aadhar Card / Voter ID Card / Driving License / Passport / PAN)• In case of completing the degree program:<ul style="list-style-type: none">○ Copy of Mark Sheet of last attended & qualified exam of the University;○ Copy of Provisional Certificate issued by the University• In case of leaving the University without completing the degree program, copy of University Leaving Certificate as duly signed by the HoD.			
Dated:		Signature of the Applicant	



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Guidelines and procedure for application and issue of migration Certificate

1. The applicant student is required to apply for Migration Certificate through following process:
 - Submission of Application Form (as available at Website of University).
 - Attach following documents: -
 - Copy of Marksheet of last attended Semester
 - OR
 - Copy of University Leaving Certificate, duly Signed by Head of department.
 - Copy of ID proof (Voter ID Card/Aadhaar Card/Driving Licence/PAN Card/Passport)
 - Copy of Receipt of Fee paid for issuance of Migration Certificate.
 - Sel-attested copy of Provisional Certificate, as issued by the University.
2. The applicant may apply for Migration Certificate through email to Registration & Scholarship Branch/Post/in person.
3. Prescribed fee for Migration Certificate are as follows:
 - Rs. 2500/- (first time applicant)
 - Rs.4500/- (in case of application for Duplicate Migration Certificate or after 10 years completion of degree course).
4. In case, Migration Certificate is requested to be sent by post by the University, Rs. 100/- postal charge needs to be paid by the applicant alongwith requisite application fee.
5. In case, Migration Certificate is requested to be received by person other than the applicant student, Authority Letter in favour of that person needs to be submitted by the applicant.