



Accounts Section, USTC  
Related Fees/Dues may be received  
1. Migration Fee :  
2. Transfer Fee :

# UNIVERSITY OF SCIENCE AND TECHNOLOGY CHITTAGONG

Foy's Lake, Chittagong, Bangladesh.

## Application for issue of Migration / Transfer Certificate

The applicant must fill in the form in his/her own hand writing and submit to the Academic Section alongwith receipt of fees, original Registration Card, one photograph, photocopy of original certificate and clearance from Head of the Department, Accounts Department & Central Library.

1. Name of the applicant (in capital letters) : .....
2. Father's name : .....
3. Mother's name : .....
4. Address : a) Present (with Phone no.) : .....  
b) Permanent:.....
5. Other particulars : a) Name of class / course..... b) Class roll no.....  
c) Session..... d) Registration no.....
6. Applicant must give the details of examination passed from this University as below :

Name of Examination	Year of Examination	Examination Roll No.	Result	Name of Faculty / Institute / Department

Signature of guardian  
with date

Signature of student  
with date

Signature of Dean/Chairman/Head  
with date  
(official seal)

### For official use only

The application of ..... Roll No..... for migration / transfer from USTC ..... was received on..... and the Migration / Transfer Certificate bearing Serial No..... was issued on.....

### General Rules :

Registrar

1. To have Migration Certificate from USTC during or after completion of the course student will have to apply in the prescribed form alongwith receipt of the payment of Migration fee (fixed by the authority).
2. To have Transfer Certificate from one course/department to another course/department student will have to apply in the prescribed form.
3. For Migration/Transfer Certificate the applicant must apply addressing the Registrar, USTC alongwith No Demand/No Objection Certificate (NDC/NOC) from all concerned departments (Department of study, Central Library, Accounts Department etc.) and original Registration Card and submit the application to the Academic Section, USTC.
4. Incomplete application might be rejected.
5. No Migration/Transfer Certificate will be issued during examination.