



West Bengal Board of Secondary Education

77/2, Park Street, Kolkata-700016

APPLICATION FORM FOR MIGRATION CERTIFICATE (IN WARD/OUT WARD)

Application form duly filled in together with prescribed fee payable required to be submitted to the respective Regional Offices i.e. North Bengal, Burdwan and Midnapore and at 77/2, Park Street, Kol-700016 for Kolkata. Payment should be made in cash or by Demand Draft in favour of **RBI Kolkata A/C, West Bengal Board of Secondary Education Fund** through the prescribed challan.

OFFICE USE ONLY(NOT FOR APPLICANT)

Candidates' Name:.....
(In Block letter)

Father's Name:.....

Roll No / Registration No..... Year.....

Date of Birth:..... Subject.....

Division..... Index No:.....

Part No:..... Cert. No:.....

As per D/R Verified

To
The Deputy Secretary (Records)
Sir / Madam,

I beg to apply for a Migration Certificate in my favour. The particulars are given below:

Sri/ Smt.....Son/Ward/Daughter of

.....Residing at.....P.O.....

P.S.....Dist.....Pin.....**Mobile No**.....

Register for appearing/appeared at/Passed the.....Examination held in the
month ofof the Year.....Bearing Registration no.....of the
year.....Roll.....No.....Year.....from.....

.....school as a Regular/Private/External candidate in the
.....division. My Nationality is.....

Yours Faithfully

- Encl: Copy of document duly Self attested(give)
- a. Registration Certificate
 - b. Admit Card
 - c. Mark Sheet
 - d. Certificate

Full signature of the Candidate(in English)
Verified and countersigned

Signature of the Head of the Institution/
**Gazetted Officer with seal

Index No. of the School

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[**for External/Private candidate only]

FOR THE ISSUE OF MIGRATION CERTIFICATE

1. The documents shall not be delivered by post. It should be collected by the candidate or his authorised person against Board's case challan, obtained on payment of prescribed fees.
2. In case of a regular candidate of a school the application should be forwarded by the Head of the Institution from which the candidate was enrolled and for CC, compartmental, Private of External candidate, the application may be forwarded by (I) The Headmaster or Headmistress of a recognized high school, (II) The Principal of a recognized collage, (III) a Gazetted Officer of the Central or State Government.
3. Application for the issue of any of the documents is to be properly countersigned and sent to the Deputy Secretary(Records) along with the requisite fee and following details:
 - a) Full name of the candidate and his/her present address in full in block letter
 - b) The name, month and year of the Examination.
 - c) The name of the Institution from which he/she was sent up for the Examination concerned.
 - d) Correct Roll, Number and Registration No. of the candidate with Year of Examination.
 - e) For Migration Certificate, attested Xerox copy of Admit Card, Marks Sheet, Certificate, Registration Certificate and School leaving Certificate should be attached with the application form.

THE BOARD SHALL NOT BE HELD RESPONSIBLE FOR NOT ISSUING ANY MIGRATION CERTIFICATE IN CASE OF THE ABSENCE OF THE DETAILS STATED ABOVE.

NATIONALS OF BANGLADESH ARE TO APPLY THROUGH THE MINISTRY OF EDUCATION, DHAKA

4. The documents will be made available for delivery after 15 clear working days from the date of receipt of the application and fees. The Board, however, reserves the right-not to issue Migration Certificate in case it is deemed fit.
5. Receiving Hours at office cash counter(Application & Fees) **10:00 A.M. to 4:00 P.M. on weekdays**
6. **Revised Rate of Fees:**

i. Migration Certificate **300/-**

- NB: i) **The Board shall not however be responsible for the delay in preparing the Migration Certificate due to unavoidable circumstances.**
- ii) **Complaints for non-receipt of the documents will not be entertained after a period of 3 months from the date of submission.**
- iii) **If Not Received within one month from submission aggrieved incumbent may write to the Secretary, WBBSE at website wbbse.wb.gov.in**

By order

Secretary