



West Bengal Board of Secondary Education

77/2, Park Street, Kolkata-700016

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

Application form duly filled in together with prescribed fee payable is required to be submitted to the respective Regional Offices i.e. at North Bengal, Burdwan and Midnapore and at 77/2, Park Street, Kol-700016 for Kolkata. Payment should be made in cash through the prescribed challan at the cash counter.	(In Block letter) Father's Name: Roll No / Registration N Date of Birth: Division	No
To The Deputy Secretary (Records) Sir / Madam, I beg to apply for a Migration Certificat	te in my favour. The parti	culars are given below:
Sri/ Smt	Son/Ward/	Daughter of
Residing at		P.O
P.SDist	Pin	
registered for appearing/appeared at/passed t	:he	Examination held in the
month ofin the Yearin	Bearing Registrat	tion noof the
yearNo	Year	from
		school as a Regular candidate in the
division. My Nationality i		-
Option: Within 3 working Days	Within 7 working days	
		Yours Faithfully
Encl: Copy of document duly Self attested(give) a. Registration Certificate b. Admit Card c. Mark Sheet		Full signature of the Candidate(in English) In blue colour ink
d. Pass certificate e. School leaving Certificate		Verified and countersigned
		Signature of the Head of the Institution

- a. Registration Certificate
- b. Admit Card

- c. Mark Sheet
- d. Pass certificate
- e. School leaving Certificate

Index No. of the School

FOR THE ISSUE OF MIGRATION CERTIFICATE

- 1. The documents shall not be delivered by post. It should be collected by the candidate or his/her authorised person against Board's cash 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 also for CC, compartmental candidate.
- 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, self attested photo 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.

- 4. Receiving Hours at office cash counter(Application & Fees) 11:00 A.M. to 4:00 P.M. on weekdays
- 5. Revised Rate of Fees:

A. Urgent within 3 working days Rs. **900/-**B. Within 7 working days Rs. **700/-**

C. Within 14 working days Rs. 500/-

- 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 the date of submission the aggrieved incumbent may write to the Secretary, WBBSE at website wbbse.wb.gov.in
 - iv) Prayer for seeking issuance of Migration Certificate to Regular Candidates in cases older than two years must accompany a Declaration given before the First Class Judicial Magistrate stating therein that he/she had not received any Migration Certificate previously and that he/she had not passed Higher Secondary or equivalent examination.

By order

Secretary