

**Procedure to obtain migration certificate from the Saurashtra University:**

- [1] Collect blank migration form from the Saurashtra University
- [2] Fill up the form and attach Xerox copy of last semester marksheet
- [3] Get transfer certificate from student section of the institute
- [4] Get signature of principal or HOD on the migration form and transfer certificate
- [5] Submit migration form and transfer certificate and last semester marksheet to university
- [6] Pay Rs. 100=00 migration certificate fee to the saurashtra university

**Procedure to obtain transcript:**

- [1] Collect transcript format from the student section or download
- [2] Fill up the necessary details (Be careful about correct subject name and marks)
- [3] Submit transcript fee Rs. 500=00 (for five copies)at the institute
- [3] Get your transcript form checked by student section head
- [4] Get signature of principal