

Procedure for issue of Transfer Certificate (TC) and Migration Certificate

All Alumni to follow undermentioned procedures for issue of TC and Migration Certificate

(A) Issue to Transfer Certificate

- i) TC will be issued by the Institute on paying fees of Rs.100/- cash or payment should be made through Demand Draft in favor of “Director SIMS” payable at Pune.
- ii) On receipt of Application & processing fees, TC will be issued by Examination Department to Admin Department for further dispatch to SIU along with SIU Migration form applied for issue Migration Certificate.

(B) Issue of Migration Certificate

- i) Down load the SIU Migration form on given link <http://siu.edu.in/downloads/downloads.php>.,take the printout, complete the form attached the documents as mentioned in the form and forward to this Institute (Admin Department- SIMS).
- ii) The application fee for issuing a Migration form, the processing fee is Rs. 500/- and to be paid through DD made in favor of Symbiosis International University, payable at Pune. Please write your name contact number and word for Fees for issue of Migration Certificate on back side of DD.
- iii) On receipt of Migration form duly completed/documents and processing fees from the Alumni this Institute (Admin Department) will complete it and will forward the same along with original TC(Received from Exam Department) to SIU for further necessary action.

Migration Certificate will be sent across through Courier/Registered Post.