



GURUGRAM UNIVERSITY, GURUGRAM

(A State Govt. University established under Haryana Act 17 of 2017)

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No. GUG/R&S/2025/ 40

Dated: 08-08-2025

To

1. All the Principals of Colleges Affiliated with Gurugram University, Gurugram.
2. All the Chairpersons/In-charges, UTDs, Gurugram University, Gurugram.

Sub: Schedule for submission of applications for Inter College/ University Migrations (except Education Courses) for the session 2025-26.

Sir/Madam,

Kindly refer to the subject cited above. In this regard, I have been directed to inform that applications (in prescribed proforma) for Inter College/ University Migrations (except Education Courses) for the session 2025-26 will be accepted up to 29-08-2025. The R&S Branch will complete all the formalities for Inter College/ University Migrations by 15-09-2025. The details of applicable fees* (non-refundable) are as under:

1. Inter College Migration from one college to another (affiliated with GUG):

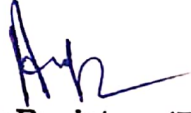
Sr. No.	Nature of Work	Application Processing Fee	Migration Fee
i)	B.E./B.Tech./M.Tech./MCA/MBA/.Pharmacy/ LL.B./ LL.M Courses	Rs. 2,000/-	Rs. 35,000/-
ii)	For all other Courses	Rs. 1,000/-	Rs. 5,000/-

2. Inter University Migration from other Universities to GUG during the course of studies:

Sr. No.	Nature of Work	Application Processing Fee	Migration Fee
i)	B.E./B.Tech./M.Tech./MCA/MBA/.Pharmacy/ LL.B./ LL.M Courses	Rs. 3,000/-	Rs. 40,000/-
ii)	For all other Courses	Rs. 2,000/-	Rs. 10,000/-

*Subject to approval of Academic Council.

The application form and Rules of Migration are attached herewith as **Annexure** for information of Students.

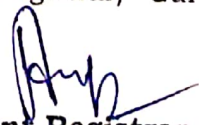

Assistant Registrar (R&S)
for Registrar

Encl.: As above

Endst. No.GUG/R&S/2025/ 41 Dated 08-08-2025

A copy of the above is forwarded to the following for kind information and necessary action:

1. Dean Academic Affairs/ Dean of Colleges, Gurugram University, Gurugram.
2. COE/ Finance Officer, Gurugram University, Gurugram.
3. I/C UCDAC, Gurugram University, Gurugram, for uploading on university website.
4. OSD to Vice-Chancellor (for kind information of the Hon'ble Vice-chancellor), Gurugram University, Gurugram.
5. Assistant to Registrar (for kind information of Worthy Registrar) Gurugram University, Gurugram


Assistant Registrar (R&S)
for Registrar

ANNEXURE

GURUGRAM UNIVERSITY, GURUGRAM

(Form for Inter College/University Migration)

Note: All the particulars, required below, should be eligible and accurately filled in by the candidate himself/herself. The office will not be responsible for any delay in case the form is not complete in all respects.

Particulars to be filled in by the Candidate:

1. Name (Student) _____
2. Father's Name _____
3. University-Reg-Cum Roll No. _____
4. Class _____ Arts/Science _____ College Roll No. _____
5. Subject taken _____
6. Name of the College where studying _____
7. Name of the College to which Migration is sought _____
8. Previous examination result: _____
 Matric/Sr. Secondary _____
 Passed/Failed _____
 Inter _____ Year _____ Roll No. _____

9. Reason for Migration _____
10. Fee of remitted by: _____
 a) University Receipt No. _____ Dated _____

Signature of the guardian _____

Signature of the Student _____

Dated: _____

Address _____

REMARKS

Certified that:

1. The statement made by the student is correct
2. In case, Registration No. has not been received.
 a) The registration return, along with fee etc. has already been sent.
 OR
 is being sent separately.

REMARKS

Certified that this Dept./College is affiliated to this University for all the subjects offered by the applicant and I have no objection to this transfer. I will admit the student to the _____ year Class if the Migration is allowed

Certified that this Dept./College is affiliated to this University for all the subjects offered by the (a) the registration return, along with fee etc. applicant and I have no objection to this transfer.

Signature of the Head of Dept./Principal of the college
 & Office stamp.

Signature of the Head of Dept./Principal of the college
 & Office stamp.

(FOR OFFICE USE)

Remarks by the University Office

Particulars are in order.
 The certificate No. _____ may be issued.

Dealing Clerk _____

Supdt. (R&S) _____

Asstt./Dy Registrar _____

Address on which information is to be sent to the candidate
 (in capital letters)
 Name _____

Address _____

Email ID : _____
 Contact No.: _____

University for restoration to take further examination of this University, in which case he shall follow the same procedure and pay the same fee as prescribed for candidates of another Universities/Boards migrating to the University and the Registration Number already allotted to him shall be restored.

6. Migration from one College to another.

1. A student who has joined one college of this University and wishes to migrate to another college of the University for the same course shall be permitted to do so only if:
 - (i) the Principals of both the colleges agree to the migration and the application is forwarded to the University for sanction through the Principals of both the colleges, accompanied by prescribed fee.
 - (ii) the Principal of the College from which he intends to migrate has given the leaving certificate;
 - (iii) if he possesses the minimum qualifications prescribed for admission to the course and his marks, including weightages, if any,

are not less than those of the candidate admitted last on the merit list during the days of admission without or with late fee. However, in a genuine case, such as transfer of parents or a student coming from overseas, the Vice-Chancellor on the recommendation of the Head of the Institution/Department concerned, may allow migration even if the marks of the candidate are less than those of the candidate admitted last but he must possess the minimum qualifications prescribed for admission to the course.

Provided that no migration shall be allowed, after the submission of examination Admission Form except for the following reasons :-

- (a) if the student or his/her father or guardian has been transferred and the fact has been certified by the Head of the Office/Department in which he/she or his/her father or guardian is employed. (To be supported by a copy of transfer orders etc.).
- (b) if the migration has been necessitated by the reason of a student's ill health supported by a