

**FAQ 4.5(vii):**

**01. PROCESS OF ISSUING MIGRATION CERTIFICATE**

Dear Student,

Please follow the steps given below for the **Migration Certificate**:-

1. Please pay **Rs.1,000/- per copy of the transcript** through SBI Collect Portal Only mentioned in the website of SPA Delhi i.e. **spa.ac.in** and share the receipt of the same. (No other mode of payment shall be accepted).
2. Kindly attach **all your mark sheets and Degree Certificate** issued by SPA, New Delhi.
3. As per your case, you may kindly contact your concerned Head of the Departments (HODs) so that your **case may be put up with your personal file.**

**Complete the above steps so that your request may be expedited.**

After that we will get back to you once again when your case is put up by the concerned Departments along with the above mentioned documents.

**Kindly acknowledge the receipt of this email.**

**Procedure of payment through SBI Collect:**

A) Please visit the School's Website: **spa.ac.in** / you may type the name: School of Planning and Architecture, New Delhi.

B) This is an online fee payment portal so you may do that by just following the simple procedure of online payment:

01. Go to the **Home Page.**
02. Select **Educational Institution** as CATEGORY.
03. Select the State (category) - **NATIONAL CAPITAL TERRITORY OF DELHI**
04. Select the name of Educational Institution - **SCHOOL OF PLANNING AND ARCHITECTURE.**
05. Enter payment details - (payment category) – **ADMISSION EXAMINATION PAYMENT.**
06. Type of payment – **(MIGRATION CERTIFICATE OF RS. 1000).**
07. Please do mention the **Name of the Department.**
08. Please fill your **Roll Number and other details and proceed accordingly.**
09. Kindly share the receipt i.e. PDF of the same. *(Please do **not** share the email of the payment confirmation **just share the PDF**)*

**Complete the above mentioned steps so that your request may be expedited.**

**Kindly acknowledge the receipt of this email.**