



**DIRECTORATE OF GOVERNMENT EXAMINATIONS
ANDHRA PRADESH :: AMARAVATI**

**USER MANUAL FOR THE ONLINE APPLICATION
FOR MIGRATION CERTIFICATES**

Directorate of Government Examinations
D.No.20-124,
Beside SPNRCH High School,
Gollapudi, Vijayawada, Andhra Pradesh.
Pin Code – 521225.

**DIRECTORATE OF GOVERNMENT EXAMINATIONS
ANDHRA PRADESH :: AMARAVATI**

**USER MANUAL FOR THE ONLINE APPLICATION
FOR MIGRATION CERTIFICATES**

1. The Students who passed the SSC Public Examinations from the year 2004 onwards (All Streams) can now apply for Migration Certificate through the Online Application by visiting the Official Website of the O/o DGE, A.P., on the URL www.bse.ap.gov.in.
2. The Link to the Online Application is made available on the Official Website www.bse.ap.gov.in
3. Please read all the instructions carefully before Applying for a Migration Certificate.
4. Important Note for the Applicants:
 - a. Students who Passed the SSC Public Examinations from the year 2004 onwards (All streams) can apply for the Migration Certificate through this Online Application.
 - b. A fee of Rs.80/- has to be paid through this application only.
 - c. After successful submission of application and payment of Fee, the application will automatically redirect to the page where you can download the Migration Certificate in the Color Format by using the Roll Number, Year & Type of Exam, and CFMS Transaction ID.
 - d. The Migration Certificate will be available for downloading for "30" Days only, from the date of payment of the Fee.
 - e. The applicant can download the Migration Certificate any number of times in the period of "30" days. After 30 days, the student has to pay the fee again if he/she has to obtain a Migration Certificate again. Hence, it is recommended to download the certificate immediately or within 30 days of the payment of the fee.
 - f. The Digitally Signed Migration Certificate is legally valid and the student DOES NOT need to approach the School HM/Dy.EO/DEO/DGE Offices and DOES NOT need to send any application by Post to the O/o DGE, A.P.
 - g. The applicants are instructed to enter CORRECT PHONE NUMBER AND CORRECT e-MAIL ID WITHOUT FAIL as the CFMS Transaction ID is sent to the e-Mail ID entered by the applicant.
 - h. The applicants are instructed to make note of the CFMS Transaction ID which is shown on the screen and received on your e-mail without fail as it is necessary to download the Migration Certificate.
 - i. The O/o DGE, A.P. is not responsible for any wrong entries made by the applicant in the Phone Number and e-Mail ID entries.
 - j. Application fee once paid will not be refunded/returned under any circumstances.
 - k. For any query regarding the submission of the application, please send an email to "dir_govexams@yahoo.com" with all relevant details and attachments.

Procedure to fill the application form:

1. By Clicking on the “**Apply for Migration Certificate**” Link on the website www.bse.ap.gov.in, the applicant will be redirected to the Application page as shown below. The applicant is advised to read all the instructions carefully before proceeding to fill the application form.



DIRECTORATE OF GOVERNMENT EXAMINATIONS :: ANDHRA PRADESH
(Popularly Known as SSC Board)

IMPORTANT NOTE FOR APPLICANTS: (READ CAREFULLY BEFORE APPLYING)

Instructions on Filling the Migration Certificate Online Application Form

1. Students who Passed the SSC Public Examinations from the year 2004 onwards (Regular/Private/OSSC& ASE) can apply for the Migration Certificate through this Online Application.
2. A fee of Rs.80/- has to be paid through this application only.
3. After successful submission of application and payment of Fee, the application will automatically redirect to the page where he/she can download the Migration Certificate in the Color Format by using the **Roll Number, Year & Type of Exam, and CFMS Transaction ID**.
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5. The applicant can download the Migration Certificate any number of times in the period of “30” days. After 30 days, the student have to pay the fee again if he/she needs to obtain Migration Certificate again. Hence, it is recommended to download the certificate immediately or within 30 days from the payment of fee.
6. The Digitally Signed Migration Certificate is legally valid and **the student need not to approach the School HM/Dy.EO/DEO/DGE Offices and need not to send any application by Post to the O/o DGE, A.P. from now onwards**
7. The applicants are instructed to enter **CORRECT PHONE NUMBER AND CORRECT e-MAIL ID WITHOUT FAIL** as the CFMS Transaction ID is sent to the e-Mail ID entered by the applicant.
8. The applicants are instructed to make note of the CFMS Transaction ID which is shown on the screen and received through e-mail without fail as it is necessary to download the Migration Certificate.
9. The O/o DGE, A.P. is not responsible for any wrong entries made by the applicant in the Phone Number and e-Mail ID entries.
10. Application fee once paid will not be refunded/returned under any circumstances.
11. For any query regarding the submission of application, please send an email to “dir_govexams@yahoo.com” with all relevant details and attachments.



Click here to Apply for Migration Certificate

If payment is successful Click here to Download Migration Certificate

2. The applicant shall click here to Apply for Migration Certificate to fill the online application form.

- a. In the Application page shown below, the applicant is required to enter his/her SSC Roll Number (or Hall Ticket Number) as per the SSC Certificate in the field provided.
- b. The Applicant has to select the year in which he/she has passed the SSC Public Examinations as per the SSC Certificate from the drop-down menu.
- c. The Applicant has to select the type of Exam in which he/she has passed. The dropdown menu shows 2 Options:
 - i. Regular/Private/OSSC.
 - ii. Advanced Supplementary.
- d. The applicant has to select the type of the exam from the drop-down menu as per his/her SSC Certificate and then Click on the “Get Data” Button as shown in the screenshot below.



Migration Certificate Online Application Form

SSC Roll Number :	
Year of Passing & Exam Type :	--Year-- --Select Exam Type-- GET DATA
Dist Code & Name :	
Candidate Name :	
Father Name :	
Mother Name :	
School Code :	
School Name :	
Mobile Number :	
Address for communication :	

e. Once the “Get Data” button is clicked by the applicant, the application will automatically pull his/her details from the Database and the Data as shown in the screenshot below will be displayed to the Applicant:

1. The Applicant has to verify his/her details in the data which is auto-populated in the fields.
2. Upon verifying the data, the applicant is required to **enter his/her Mobile Number and Address for Communication without fail.**
3. The applicants are instructed to enter CORRECT PHONE NUMBER AND CORRECT e-MAIL ID WITHOUT FAIL as the CFMS Transaction ID of the payment is sent to the e-Mail ID entered by the applicant.
4. The O/o DGE, A.P. is not responsible for any wrong entries made by the applicant in the Phone Number and e-Mail ID entries

SSC Roll Number :	1520147885
Year of Passing & Exam Type :	2015 Regular/Private/OSSC
Dist Code & Name :	20-KURNOOL
Candidate Name :	GUDETI SUBHASH REDDY
Father Name :	GUDETI SUDHARSHAN REDDY
Mother Name :	GUDETI RAMA DEVI
School Code :	19587
School Name :	SRIGURURAJ EM HS LALITHANAGAR NANDYAL
Mobile Number :	
Address for communication :	

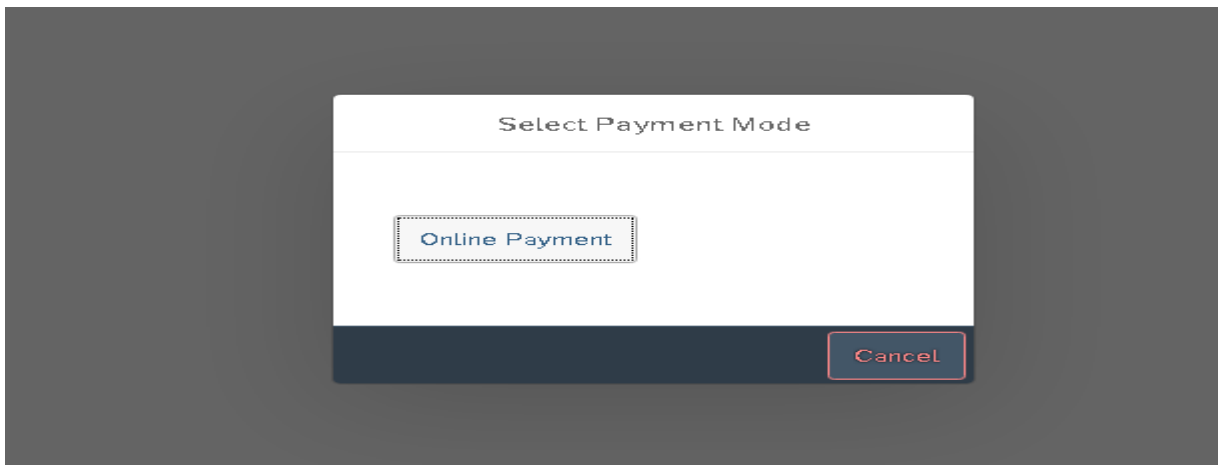
CONFIRM DETAILS GO TO PAYMENTS

- f. Upon Entering the Correct Mobile Number and Address for Communication, the Applicant has to verify the details and then click on the “**Confirm Details and Go to Payments**” button on the screen.
- g. On clicking the “Confirm Details and Go to Payments” button, the Application page will be redirected to the Payment Details page as shown in the screenshot below:

		DIRECTORATE OF GOVERNMENT EXAMINATIONS :: ANDHRA PRADESH (Popularly Known as SSC Board)	
Payee Name :	rajesh		
Payee Government Id No.: (Aadhar,PAN Card etc.)	999999999999		
Mobile Number :	9999999999		
Email :	raj@gmail.com		
Payment Reference ID :	Payment Reference Id : 100032_SSC_MIG		
Number Of candidates :	Number of Candidates : 1		
Amount :	Amount : 80		
		Proceed for Payment	

- h. The Applicant has to enter the following details as shown in the screenshot above:
- a. Payee Name

- b. Payee Government ID Number (Any Government Recognised ID Card number such as Aadhaar Card, PAN Card, Driving License, Voter ID, etc..)
- c. Mobile Number (Please enter Correct Mobile Number)
- d. e-Mail ID (Please enter correct e-Mail ID)
- i. After entering the required details, the applicant should click on the “Proceed for Payment” button as shown in the screenshot above.
- j. After Clicking on the “Proceed to Payment” button, the application page will be redirected to the payment gateway and the following Screen will be displayed in the Browser.



- k. The Applicant should click on the “Online Payment” button on the screen shown above to proceed to the payments page which is linked to the CFMS.
- l. Upon clicking the “Online Payment” button, the applicant will be asked to choose the Payment Gateway of his/her choice among the 2 options – PAYU or SBI Gateway.
- m. The Applicant may choose any one of the two payment Gateways based on the charges displayed on the screen by clicking on one of the Blue Colored buttons shown on the screen as displayed below:

Select Payment Gateway

PAYU Charges

- Net Banking (Including Corporate Net banking)
 - All Banks: Rs.6/Txn
- UPI Payments (BHARAT QR, Google Pay, Phone Pe , BHIM, Paytm & Others) : NIL
- Card Payment
 - Rupay Debit cards : Nil
 - Visa & MasterCard Debit cards txn Amt 0-2000: 0.45%/Txn
 - Visa & MasterCard Debit Cards txn Amt Above-2000: Flat Rs.20/Txn
 - Credit Cards All: 0.85%/Txn
- Credit card EMI: 14%

PAYU

SBI Charges

- Net Banking :
 - SBI Bank Charges: 11.8
 - Other Banks - Bank Charges: 17.7
- Card Payments :
 - State Bank Debit Cards - Bank Charges: Nil
 - Other Bank Debit Cards - Bank Charges: Nil
 - Credit Cards - Bank Charges: 12.99

SBI

Cancel

n. Upon selecting the payment gateway, the Applicant will be redirected to the Payment Gateway page as shown below. (for convenience, the below screenshot shows the screen which is displayed after selecting the “PAYU” Gateway. The applicant is free to choose any payment gateway among the two).

PayU PAY ₹1.00

XXXXXXXXXXXXXXXXXXXXXXXXXXXX Show Details

Payment Options : Cards (Credit/Debit)

☒ Cards
☐ Banks
☐ UPI
☐ Scan & Pay

&

 Signup for PayUMoney ☒

Pay Now

- o. In the Screen shown above, the applicant can choose any one of the displayed “Payment options” for payment of the Application fee (Rs.80/- only).
 - a. Cards (Both Debit Cards and Credit Cards are accepted).
 - b. Banks (Net Banking)
 - c. UPI (Unified Payments Interface Applications such as BHIM UPI, PhonePe, Google Pay, Paytm, CRED, Truecaller UPI, or any other recognised UPI application)
 - d. Scan & Pay (Shows the QR Code which can be scanned from any of the UPI applications)
- p. For convenience, the above screenshot shows the screen which is displayed after selecting the “Cards” Payment Option. The Applicant is required to provide the details of the Debit/Credit Card number, Expiry date, CVV, Name on the Card, etc. and then click on the “Pay Now” Option shown on the screen.
- q. Once the authentication is completed and the payment is successful, the following screen will be displayed to the applicant.



Your Payment Status Success

Department Transaction Id	100032_SSC_MIG
Cfms Transaction Id	30000013792021
Amount	80.00

Download Migration

- r. After successful payment, the applicant is advised to take note of the CFMS Transaction ID which will appear on the screen as shown above.
- s. The applicant may click on the “Download Migration” button as shown above and the Applicant will then be redirected to the Application page where he/she can download the “Download Migration Certificate” immediately, as shown in the screen below.
- t. The applicant is required to enter the fields of **Roll Number, Year of passing, Type of Examinations and CFMS Transcation Id** for downloading the Migration Certificate as shown in the screen below.



SSC Roll Number :

Year of Passing & Exam Type :



--Select Exam Type--

CFMS Transaction ID :

Download Migration Certificate

u. The Colour version of Migration Certificate appears on the screen as shown below:


GOVERNMENT OF ANDHRA PRADESH
BOARD OF SECONDARY EDUCATION
ANDHRA PRADESH, INDIA
MIGRATION CERTIFICATE

Sl. No. : **150007/MIG/20/19600/2020**

This is to certify that **XXXXXXXXXXXX**

Son / Daughter of **XXXXXXXXXXXX**

bearing Roll Number **2020100069** passed the S.S.C. Public Examinations in **MARCH - 2020**

from **RAVINDRA BHARATHI SCHOOL KURNOOL , KURNOOL**

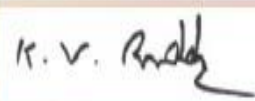
The Department has no objection in his / her joining any recognized college/ Institution or appearing for any examinations of any University or Board established by law.

Amaravati

Date of Issue: **16-08-2021**

Note: This digitally signed document is legally valid as per the Information Technology Act.2000.




ADDL. JOINT SECRETARY
BOARD OF SECONDARY EDUCATION

- v. The applicant can download the Migration Certificate any number of times in the period of "30" days from the date of payment in the homepage as shown in the below screen.



DIRECTORATE OF GOVERNMENT EXAMINATIONS :: ANDHRA PRADESH

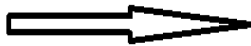
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[Click here to Apply for Migration Certificate](#)



[If payment is successful Click here to Download Migration Certificate](#)

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Sd/- A SUBBA REDDY
DIRECTOR
GOVERNMENT EXAMINATIONS