



Request for issue of transfer certificate

Academic Year: _____

Date: ____/____/____

Student Name: _____

Class and Div: _____

Reg. No.: _____

Father's Name: _____

Mother's Name: _____

Tel No.: _____

Mob No: _____

E-mail id: _____

Category: SC/ST/OBC/General

❖ Reason for applying transfer certificate: (Please ✓ Mark the specific reason)

☐ Local Transfer☐ Leaving Country☐ Finished Education

❖ If local transfer please ✓ Mark the specific reason

☐ Unaffordable fee structure☐ Transportation Issues☐ Not satisfied with Academics☐ Other (Please specify) _____

Quarter Fee paid (please tick ✓):

JAN-MAR

APR-JUNE

JUL-SEPT

OCT-DEC

Details of Siblings:

Reg No:

Reg No:

Reg No:

Name:

Name:

Name:

Class & Div:

Class & Div:

Class & Div:

I understand that TC processing will start only after paying all outstanding dues.

TC required date: _____

Parent signature: _____

(Please write the last date up to which the child will be attending the class)

► For Office Use ◀

Clearance

Accounts:

Refund if any to be paid to the Parent: _____ Month up to which the student has paid the dues: _____

Name: _____ Signature: _____ Date: _____ Concession: _____

Class Teacher

NCC Cadet/Scout/Girl Guide:

Last date of attending class as per the class register: ____/____/____ No of Days Present: _____

2nd/3rd language/optional subject: _____

Name: _____ Signature: _____ Date: _____

Laboratory:

Date:

Library:

Date:

Name:

Sign:

Name:

Sign:

ELU

Date:

Cyber Space

Date:

Coordinator:

Sign:

Coordinator:

Sign:

Note:

1. Kindly attach recent passport copy of the child (Front/back) and photocopy of the report card for the current academic year or of the previous year as the case may be.
2. TC can be issued only after payment of all pending dues.
3. TC can be collected on all working days after 7 days of submission.
4. SR 200/- is to be paid towards TC fee.