

SHARAF ARTS AND SCIENCE COLLEGE, PADNE

APPLICATION FOR TRANSFER CERTIFICATE

(See Rules Printed overleaf)

1. Name of the student (in block letters) :
2. Class, Roll No. & Adm. No. of the Student : ClassRoll No.
Admission No.
3. Date, Year and Class in which the student was admitted in the College :
4. The last day he/she attended the College : Date
5. Date of birth as entered in the S S L C Book :
6. State whether the student has been presented for any University Exam. from this College :
7. If so, state year, month and Reg. No. of examination :
8. Whether the student has appeared for the exam :
 - a). Part I English :
 - b). Part II Second Language :
 - c). Part III Sub. & Main :
9. Signature of the student with date :
10. Name, address and signature with date of the guardian of the student :
11. Recommendation of the Tutor :

FOR USE IN COLLEGE OFFICE

Certified that there are no dues/ the following is due from the student

Physical Education

Laboratories

Library

Bio-Tech

Hostel

Microbiology

Office

I. T.

Principal's Orders:

Date and No. of T. C. issued

Clerk:

(P. T.O.)

RULES REGARDING THE ISSUE OF TRANSFER CERTIFICATE

1. No Transfer Certificate will be issued unless all dues to the College and the Hostels are cleared.
2. A late fee of Rs. 15/- will be collected from those who apply for T. C. after one year of his / her leaving the college. The date of leaving the college will ordinarily be the last day of his / her attending the college.
3. An additional fine of Rs. 30/- will have to be paid for the issue of a duplicate T. C.
4. Transfer certificate will ordinarily be issued after two days from the date of receipt of application.
5. All details furnished in the application should be correct, failing which discrepancies may arise in the T. C. issued.