

APPLICATION FOR TRANSFER CERTIFICATE (T.C.)

To,
The Principal,
Vidyasagar College,
Bicholi Mardana, Indore (M.P.)

Subject: Application for issuing Transfer Certificate

Respected Sir/Madam,

I, the undersigned student, request you to kindly issue my **Transfer Certificate (T.C.)**. I have completed/left my course and have cleared all dues from the concerned departments. My details are as follows-

Name of the Student: _____

Father's Name: _____

Class: _____ **Roll No./Enrollment No.:** _____

Mobile No.: _____

NO DUES VERIFICATION

Department	Remarks	Signature & Seal with Date
Library (पुस्तकालय)	_____	
Accounts (लेखा विभाग)	_____	

Documents to be Attached:

1. Self-attested Photocopy of the **original last semester Mark sheet**. **Downloaded internet copies will not be accepted.**

Student's Signature: _____ **Date:** _____

(Filling this application form is **mandatory** for obtaining the Transfer Certificate. TC will not be issued without this form.)

(The Transfer Certificate will be issued within 7 working days from the date of application.)