

**APPLICATION FOR TRANSFER CERTIFICATE**

1. Name of the Student .....
2. Date of Birth .....
3. Class / Section with Year .....
4. Personal marks of identification, if any .....
5. Father's Name .....
6. Mother's Name .....
7. Local Address .....
  
8. Community / Religion .....
9. Class to which student was admitted and year .....
10. TC of previous school submitted when joined or not .....
11. Class in which the student is currently studying .....
12. Last date of attendance in school .....
13. Has the student completed the current course of study .....
14. Has the student appeared for final examination .....
15. Has the student been declared to be promoted .....
16. Reason for Withdrawal .....
  
17. If the reason is related to a problem of the school, have you tried to resolve it through the Principal .....
18. Full name of School to which pupil is seeking admission .....
- Location of school State : ..... Country : .....
- Affiliated body State Board / CBSE / ICSE / Others .....
19. No Objection / Clearances required

Librarian	Head of Labs	Accounts	Class Teacher

20. **Declaration** : I declare that the information provided is accurate and I fully accept / abide by the terms and conditions provided overleaf. (is that heading necessary?)
- Name and Signature of the Parent .....
- Date of Application .....

*For Office Use*

Application received by: Name..... Date .....			Signature :.....
T.C No: .....	Date: .....	File reference .....	

## **TERMS & CONDITIONS**

1. Application for Transfer/Migration Certificate must be submitted to the Principal, before 31<sup>st</sup> December or three (3) months before the last date of the academic year, whichever is earlier. For all other cases, the application for Transfer/Migration Certificate must be submitted six (6) months before the intended date of issue of Transfer/Migration Certificate.
2. A student seeking admission to a higher class must have passed qualifying or equivalent qualifying examination making him/her eligible to that class.
3. An amount of Rs. 1000 /- is payable for Transfer/Migration Certificates issued for producing it to similar non affiliated schools.  
For Transfer/Migration Certificate which is to be authenticated by an appropriate agency to submit to schools affiliated / abroad, an amount of Rs.8000/- or such fees as actually payable to these agencies are payable, at the time of submission of application of the Transfer/Migration Certificate.
4. TC Applications must bear the No Objection / Clearance signatures from the respective Heads / In-charge of Library, Laboratory, Accounts and Class teacher before submitting it to the Principal.
5. Only applications that are duly filled in with complete and accurate information shall be processed.
6. Once the application is submitted to the Principal in concurrence with the above terms and conditions, the processing of the Transfer/Migration Certificate will start immediately.
7. Transfer/Migration Certificate will not be processed unless and until the TC application fees and all dues are settled in full.

Sd/-  
Administrator