

Application for Obtaining Transfer Certificate

Date :- _____

To,
The Principal
Y.C.C.E.
Wanadongri, Nagpur.

Respected Sir,

I was a regular student of this college during the years from _____ to _____
and request you to issue Transfer Certificate to me.

My particulars are as under:-

Full Name :- (Ms/Mr. _____
(First Name) (Middle Name) (Last Name)

Fathers Name :- _____ Mothers Name :- _____

Program :- BE / M.Tech, Branch :- _____

Registration No. _____ Date of Birth :- _____

Email Id :- _____ Mobile No: - _____

(Applicable to students who have completed of Course)

Final Year Result CGPA :- _____ Year of Passing :- _____

Clearance Certificate Attached :- Yes / No

(Applicable to students who are Cancelling Admission before completion of Course)

Reason for Cancellation :- _____

Cancellation Remark from Principal / Registrar :- _____

Clearance Certificate Attached :- Yes / No

I have attached herewith the photocopy of mark list of Last Exam of B.E. / M-Tech.

It is requested to kindly issue me Transfer Certificate.

Thanking You,

Yours faithfully

(Signature of Candidate)

(FOR OFFICE USE ONLY)

Transfer certificate no. _____ Date _____ issued to above candidate.

Date:-

Signature of Clerk



Clearance Certificate
(Session 20 ____ - ____)

Name of Student : _____
Registration No. : _____
Branch : _____
Semester : _____
Section – Roll No. : _____

Dues if any outstanding against above student may please be stated below :

Sr. No.	Name of Department	Type of Dues	Amount	Signature of HoD with Name
1	Head of the Department / First Year Coordinator			
2	Training & Placement			
3	Library			
4	Hostel			
5	Scholarship / Freeship			
6	Account Section			
7	Other Dues if any			
Total Amount →				

All Dues as above are Cleared / Not Cleared

Principal / Registrar