



Ghanshyamdas Saraf  
**college of arts & commerce**  
EDUCATION EMPOWERS

## APPLICATION FOR TRANSFER CERTIFICATE

Name of the Applicant :.....  
(Write in BLOCK letter start with Surname first)

Address :.....

& Phone No. :.....

Respected Madam/ Sir,

I the undersigned student of your college was studying in ..... Class .....  
division..... semester..... roll no./ seat no. .... & wish to take  
admission in ..... class/ course in .....  
College/ Institute affiliated to ..... University in academic  
year ..... PRN No.....

I submit herewith a Transfer Certificate/ Migration Certificate form duly filled by me alongwith the marksheets  
Xerox copies of **MARKSHEETS** attached.

- 1] FYBCOM/ BMS/ BMM/ BCBI/ BCAF/ BFM/ B.Sc.IT
- 2] SYBCOM/ BMS/ BMM/ BCBI/ BCAF / BFM/ B.Sc.IT
- 3] TYBCOM/ BMS/ BMM/ BCBI/ BCAF/ BFM/ B.Sc.IT
- 4] M. COM. PART-I/ MCJ PART-I/ M.A.-FTNP PART-I
- 5] M.COM. PART-II/ MCJ PART-II/ MA.-FTNP PART-II

My date of Birth is \_\_\_\_\_ & place of Birth is \_\_\_\_\_.

Therefore, I request you to kindly issue me a Transfer Certificate/ Migration Certificate as soon as possible.

\_\_\_\_\_  
Library dues (Yes/No)

\_\_\_\_\_  
Fees (Paid/Unpaid)

\_\_\_\_\_  
Signature of the Parents

\_\_\_\_\_  
Signature of the students

Receipt No. .... Date ..... Amount .....