

APPLICATION FOR TRANSFER CERTIFICATE

Admission No:

Date:

To,
The Principal,
St. Maria School
Chund, Brambe, Ranchi

Sir/Mam

Subject: Issue of Transfer Certificate

Kindly, issue the Transfer Certificate of my ward. The details are furnished below for your reference.

Name of the student in full : _____

Class in which studying : _____

Date of leaving the school : _____

Reason for leaving the school: _____

All fees paid : Yes/No

Father's Name : _____

Signature :

Mother's Name : _____

Signature :

FOR OFFICE USE ONLY

Office/Accountant : _____

PT Dept : _____

Library : _____

Laboratory: _____

T.C. Issued on : _____

T.C. No : _____

Issued by : _____

Principal: _____

Note: Application for Transfer Certificate must be submitted to the office at least 3 days in advance.