

STUDENT FORMAT - 2
APPLICATION FOR TRANSFER CERTIFICATE
(SHOULD BE FILLED IN CAPITAL LETTERS)

1.	Name of the Student												
2.	Registration Number												
3.	Sex	Male / Female / Transgender											
4.	Father's Name												
5.	Nationality and Religion												
6.	Community & Caste (Enclose Self Attested Photocopy of Community Certificate)												
7.	Date of Birth (DD/MM/YYYY) (10/04/1955)	DD			MM			Year					
8.	Date of Admission (with Date and Month)												
9.	Course Details												
	Programme Studied												
	Department of Study												
	Period of Study	From						To					
10.	Date of Leaving												
11.	Reason for Leaving the University	Successfully Completed / Others, if any, to be mentioned											
12	Whether a Copy of No Dues Certificate is enclosed	YES / NO											
13.	Present / Permanent Postal Address for Future Communication												
		PIN											
		Email Id:						Mobile No.:					

14.	Memo / Suspension (If Any)		
15.	Payment Details (for those students who apply for T.C. before completing the course)	In the Name of	NICHE
		Account No & IFSC Code:	02615005080031 & TMBL0000026
		Bank Name	Tamil Nadu Mercantile Bank Ltd/ by cash
		Amount Paid & Date of Payment*	
		Transaction ID**	
16.	Recommendation of the HoD with Signature		

Date:

Signature of the Student

*Rs. 300/- (Rupees Three Hundred Only) for those students who apply for T.C. before completing the course

** Attach Payment Copy

INSTRUCTIONS

Enclosures:

- 1. Original Transfer Certificate from the Institution Last Studied**
- 2. Self-attested Photocopy of Course Completion Certificate/Cancellation Order**
- 3. Self attested Photocopy of Community Certificate**
- 4. Copy of No Dues Certificate**

FOR OFFICE USE ONLY

TC No.:

Date of Issue:

Section Officer

(with Name and Designation)

Director, Student Affairs

(with Seal)

Registrar

(with Seal)