



Kannada Sangha Pune's
Kaveri College of Arts, Science and Commerce

To,
The Principal,
Kaveri College of Arts, Science and Commerce, Pune

Subject: Application for obtaining Transfer Certificate

Respected Sir / Madam,

I undersigned wish to apply for Transfer certificate. I have passed / failed
_____ (Class and Course) in the Academic year _____.

My details are as follows

Name _____

Contact No. _____ E. Mail Id: _____

PRN Number: _____ Last Exam Appeared Seat No.: _____

Last Examination Month and Year: _____

The purpose of the transfer certificate is for **(Tick Appropriate option)**

Higher Education

Employment

Details of Higher Education:

Course Name (Seeking Admission To): _____

Name of the New College / Institution: _____

Affiliated University Name: _____

OR

Details of Employment

Name of the Organization: _____

Designation: _____ Location: _____

Additional transfer certificate for purpose of migration.

Yours faithfully,

Signature of the Student

Encl: Xerox copies of last examination passed / failed.

NO DUES REMARK

Fees (Office)

Library

Course Coordinator

Principal

For Office Use Only

TC Issue No.

TC issue Date

Sign of the Issuing Clerk