



# St. Mary's School

J A J P U R R O A D

## TRANSFER CERTIFICATE APPLICATION FORMAT

Please note, it takes five days to a week's time after submitting the application to get the Transfer Certificate prepared. Hence submit the application after completing all the formalities at least a week before you need the document.

### *The following are required information to be given, in the T.C application:*

NAME OF THE STUDENT: [As in the school Records].....

ADMISSION NO: [Ref: Progress Report, front Page] .....

CLASS:.....,SECTION: .....

REASON FOR LEAVING: .....

The Transfer Certificate has to be counter signed / need not be counter signed.  
(Strike off what is not applicable)

Signature  
(Parent / Guardian)

- NOTE:**
- Application in this format, signed by the parent, has to be presented at the Fee counter.
  - Get the T.C clearance fee slip from the treasurer's office and submit the same in the Principal's Office.
  - Get Library/Laboratory clearance from;
    - Librarian \_\_\_\_\_
    - Science Teacher \_\_\_\_\_
    - Computer Teacher \_\_\_\_\_
    - School Hs. Tr. \_\_\_\_\_
  - Issue date:** (to be filled in by the Principals Office) \_\_\_\_\_
  - Collect the Certificate from the office, during the school hours, on the day fixed.

### **Counter Signature of Transfer Certificate:**

Parents who intend to shift base are advised to get prior Information as to whether the school in which they seek admission, requires counter signature of the T.C. Incase of such a need, the T.C. application should state so. However, the parents themselves have to make the needed arrangements to get the work done. The school can only assist such parents.