



**APPLICATION FOR TRANSFER CERTIFICATE**

Name of the Student: .....

Grade: ..... Sec: ..... Scholar No: ..... Date of Birth: .....

Mother-tongue: ..... Religion: .....

Name of Father/Guardian (exactly as per passport): .....

Name of Mother (exactly as per passport): .....

Proposed Date of leaving the school: ..... Mob No.: .....

Reason for withdrawal: .....

Date: ..... Signature of Parent/Guardian: .....

**For Class Teacher:**

No. of School Working days: ..... No. of School Working days attended: .....

Progress: ..... Conduct: .....

Date of Last Attendance: ..... Remarks: .....

Name of Class Teacher: .....

Signature of Class Teacher: .....

Signature of Principal: .....

**For Office:**

School attended prior to Admission: .....

Grade at the time of admission: ..... Date of Admission: .....

Grade at the time of leaving: ..... Studying in this grade since: .....

All Dues cleared: YES  NO

Date: ..... Signature of Admin Coordinator: .....

**Note: After obtaining the Certificate from the school, parents are advised to get the Transfer Certificate attested by the concerned Embassy / Ministries, if required.**