

# GOVERNMENT POLYTECHNIC, RAJAMPETA

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## APPLICATION FOR TRANSFER CERTIFICATE (TC)

Application No.: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

To,  
**The Principal,**  
Government Polytechnic, Rajampeta.

Through: *The Head of the Department*

### Sub: Application for Issuance of Transfer Certificate – Reg.

Respected Sir / Madam,

I respectfully request you to issue my Transfer Certificate. I have no pending dues or liabilities towards the institution to the best of my knowledge.

#### ■ Student Particulars

Name of Student:

Father's / Guardian's Name:

Roll Number / PIN:

Admission Year:

Branch:  Civil Engineering  Mechanical Engineering

Present Semester / Year:

Mobile Number:

Permanent Address:

#### ■ Reason for Requesting TC

Completed Course  Higher Studies  Transfer to Another Institution  Employment  Personal Reasons

Other: \_\_\_\_\_

#### ■ Documents Enclosed

No Due Certificate  ID Card Surrendered  Library Clearance  Fee Clearance

#### DECLARATION

I certify that all information provided is correct and I have no pending liabilities to the institution. I request the Principal to process and issue my Transfer Certificate at the earliest.

Place: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent / Guardian Signature

\_\_\_\_\_  
Head of Department

#### ■ For Office Use Only

TC No.:

Date of Issue:

Processed By:

Principal Signature:

