

Format - II

Date: ____/____/202__

Transfer Certificate

☐

Leaving Certificate

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To,
The Principal,
BFCACS,

Sub - Application for “Transfer / Leaving Certificate”

Respected Madam / Sir

I Mr. /Ms _____ Class ____ Div, _____ Roll
No.: _____. I would like to take/ have taken an admission to _____ course
at _____ College, affiliated to
_____ University. I have paid the necessary fees of
Rupees _____ by cash vide receipt no. _____ date _____ for
Transfer / Leaving Certificate. I have joined this college since
_____ to _____ & completed the degree _____. I have neither
joined any other College/Institute nor applied for Transfer / Leaving
certificate. I undertake to submit the transfer/Leaving certificate to the
Institution / University which I will join/have joined. Please issue me the
Transfer certificate.

Yours Obediently,

Name & Signature

Personal Information

Name in Full: _____

E-mail ID: _____ Cell No.: _____

Date of Birth: _____ Category: _____

Postal Address: _____

Attendance:

Sr.No.	Year	Class Attended	Subject Studied
01			
02			
03			
04			
05			

Examination Result

Sr. No.	Name of the Examination	Seat No.	Month & Year of Exam	Result with %	Class

Documents Required-Photocopies of:

1. Passing Certificate
2. Mark-sheets
3. Date of Birth Proof
4. Photo Identity Proof
5. No Dues Certificate
6. Fees Receipt
7. Pay Rs. ____ at cash counter for TC/LC & attach receipt.