

**THE NEW COLLEGE**

**(AN AUTONOMOUS INSTITUTION AFFILIATED TO THE UNIVERSITY OF MADRAS & ACCREDITED BY NAAC WITH 'A++' GRADE OF 3.61/4 IN THE 4<sup>TH</sup> CYCLE)**

**APPLICATION FOR TRANSFER CERTIFICATE**

Date: .....

To  
The Principal  
The New College, Chennai-600 014

Respected Sir,

I request you to kindly issue me a Transfer Certificate (T.C.). I am furnishing below the necessary particulars.

Name of the student  
(In Capital Letters as in +2 Mark sheet.....)

Class.....: Major: .....: Section: .....

Register No. : .....

Year of Study : .....

Language under Part – I : .....

Date of Birth (DD/ MM/YYYY) : ..... /..... /.....

Nationality: ..... Religion: ..... Community: .....

Father's Name: ..... Mother's Name: .....

<u>Contact details:</u>	<u>Address for Communication</u>
Mobile Number : .....	.....
Landline Number : .....	.....
	.....

E-mail ID: .....

Signature of the student: .....

**“NO DUES CERTIFICATE” [Signature and Seal to be affixed]**

1. Head of the Major Dept : (Dept of .....) )
  
2. Heads of Allied Depts. : I – (Dept of .....) )  
: II – (Dept of .....) )
  
3. Department Library :
  
4. General Library :
  
5. Term Fees Due (Fee Clerk) :
  
6. Hostel Dues, if any :

**Enclosed:**

1. +2 Mark Sheet - (Xerox Copy)
  2. Community Certificate - (Xerox Copy)
  3. +2 Transfer Certificate - (Xerox Copy)
- Order of the Principal**

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**For Office Use:**      Date of Birth :  
Date of Admission :  
Date of Leaving :  
Transfer Certificate No. & Date :