

# APPLICATION FORM FOR TRANSFER CERTIFICATE

To,  
The Principal,  
St. Mary's Co-school,  
Harda (M.P.) 461 331

Date : .....

Rev. Father,

Please furnish me with the leaving certificate of my child/ward. The necessary particular are given below :-

1. Pupil's Name : ..... Admission No. : .....
2. Mother's Name : .....
3. Father's/Guardian's Name : .....
4. Date of Birth (in Christian Era) according to Admission & Withdrawal Register :  
(In figures) ..... (In words) .....
5. Proof for Date of Birth submitted at the time of admission : .....
6. Nationality : .....
7. Whether the Candidate belongs to Scheduled Caste/Scheduled Tribe/OBC : .....
8. Date of first admission in the school with class : .....
9. Class in which the pupil last studied (In figures) : ..... (In words) : .....
10. School/Board Annual Examination last taken with result : .....
11. Whether failed, if so once/twice in the same class : .....
12. Subjects studied : i) ..... ii) .....  
iii) ..... iv) ..... v) .....
13. Whether qualified for promotion to the higher class : .....
- If so, to which class (In figures) : ..... (In words) : .....
14. Total No. of working days : ..... 15. Total No. of presence : .....
16. Month up to which the (Pupil has paid) School dues/paid : .....
17. Any fee concession availed of, if so, the nature of such concession : .....
18. Whether NCC Cadet/Boys Scout/Girl Guide (details may be given) : .....
19. Whether School is under Govt./Minority/Independent Category : **MINORITY**
20. Games played or extra-curricular activities in which the pupil usually took part (mention achievement level therein) : .....
21. Date of application for Transfer Certificate : .....
22. Date on which pupils name was struck off the rolls of the school : .....
23. Date of issue of Transfer Certificate : .....
24. Any other remarks : .....

Parent/Guardian

Verified By

Principal

(Note : Kindly submit the photocopy of the Report Card along with the T.C. Form)

Contact Number : i) \_\_\_\_\_ ii) \_\_\_\_\_