

Application for Transfer Certificate

To,

The Headmistress,
Mary Immaculate High School
Wilson Garden, Bengaluru-560 030

Dear Sister,

I kindly request you to issue me, my Transfer Certificate. I have furnished below the details required by you.

1. Name and Address of the pupil	
2. Father's Name	
3. Date of Birth	
4. Year when joined the school	
5. Class to which she was admitted	
6. Medium of Instruction	
7. Optional Subjects	
8. Concession awarded (Scholarship of Free ship)	
9. Dues if any to the school	
10. Reasons to obtain T.C.	
11. Class in which she was studying when she left the school	
12. Whether she has passed in the examination	Reg. No.....Year.....
13. Applying for original of duplicate	
14. Date of submission of the Application	
15. Date of issuing of the Transfer Certificate	
16. Any other	

Your obedient Student

Signature of the Parent / Guardian