



Pimpri Chinchwad Education Trust's
Pimpri Chinchwad College of Engineering

Record No.:
ADMN-STUD/R-25

Revision: **00** Date: **01/06/2013**

Page: **01/01**

Format for student T.C.without completing the course

Date: _____ For Office Use only
T. C. No.
Date

To,
The Principal
Pimpri Chinchwad College of Engineering
Nigdi, Pune – 411 044

Subject :- Request to issue College Transference certificate
Sir,

I am student of MCA / MBA Course in this College in the year 20____ - 20____ I have successfully completed the said P. G. Course in the year _____.

I, therefore, request you to kindly issue me the college transfer certificate

1. Full Name: _____
2. Date of birth: _____ Mob No: _____
3. Academic Year of admission taken: _____ Branch: _____
Roll No. _____ University P.R.N. _____

4. Details of the Final Year examination passed:
Oct/Nov & April/May Year of passing _____ Roll No. _____

Enclosures

1. Photo copy of Final Year Mark list
2. Photo copies of fee receipts of F.Y. /S.Y. and T.Y.
3. Identity Cards and Borrower Card
4. One passport size photo.

(Signature of the applicant)

CLEARANCE DETAILS

1	Concerned HOD		5	Mess	
2	Library		6	T & P Officer	
3	Accountant		7	Scholarship incharge	
4	Hostel				

Please issue Transfer Certificate.

Principal
Pimpri Chinchwad College of Engineering

