



Pimpri Chinchwad Education Trust's  
**Pimpri Chinchwad College of Engineering**

Record No.:  
**ADMN-STUD/R-25**

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**Format for student T.C. for Migration.**

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

