



AAER's

Asian Jr. College of Science, Commerce & Arts

Approved by Govt. of Maharashtra
Best College Award by Rotary (RID 3131)

To
The Principal,
Asian College of Science & Commerce,
Pune – 411041.

Date:-

Sub- Request for issue of Transfer/Leaving Certificate.

Respected Sir,

I, Mr./Ms. _____

(FULL NAME IN CAPITAL LETTERS)

Have passed _____ (Branch) examination held in the year _____

I was studying in _____ of _____ (Branch) in your college

During the academic year _____ I request you to please issue me TC/LC

My relevant details are furnished below:

1. Date of Birth _____ (In words) _____

2. Place of Birth _____ (Nationality/Domicile) _____

3. Last College attended prior to Asian _____

4. Religion /Race _____ Sub Caste _____

6. Category SC/ST/OBC/DTNT/OPEN _____

7. Reasons for TC/LC _____

8. I am enclosing herewith the following Documents for your Record

A) Copy of the Mark Sheet of the Last University Examination

Certified that there is nothing due from Shri/Smt _____

Signature & Stamp of

Head of the Department Librarian,

2) Certified that Shri/Smt _____ has paid the TC/LC

fees as per the rules of Pune University (presently, Rs. 110

Note:

Leaving Certificate Will be given to Student Only By Hand after 10 days of Application Submitted

Accountant
Accounts Department

Part III

FOR OFFICE USE

Transference Certificate May be issued

Leaving Certificate May not be issued

Registrar Vice Principal/Principal