

**Vidya Vikas Education Trust's**  
**LORDS UNIVERSAL COLLEGE, GOREGAON (W) MUMBAI 400104**  
**APPLICATION FOR TRANSFER CERTIFICATE**

Date: - \_\_\_\_\_

To,  
 The Principal  
 Lords Universal College,  
 Goregaon (West)  
 Mumbai: 400 104.

**Sub: Issue of Transfer Certificate**

Respected Sir/Madam,

I \_\_\_\_\_  
 (Full Name)

studied in \_\_\_\_\_ Program in \_\_\_\_\_ Class \_\_\_\_\_ div. bearing Roll No. \_\_\_\_\_

for the year 20\_\_ - 20\_\_. Mobile No. \_\_\_\_\_ Email Id \_\_\_\_\_

I would like to apply for Transfer Certificate, and I abide to pay charges of Rs.100/-.

Signature of the Student

\*Transfer Certificate will be issued minimum after 15 working days from the date of completion of the formalities.

**Documents Required:**

1. Photocopy of HSC Marksheet, Lower Exam Sem I, II, III, IV, V & VI all attempts Marksheets
2. Photocopy of HSC Leaving Certificate
3. Copy of NOC.
4. Copy of College fees receipt.
5. TC Application form (Admitted College / University)

For Office Use	Cash Receipt No.	Fees Clearance	Eligibility Status	Enrolment Status	Admission taken in current Year	Library Dues	Whether HSC Mark Sheet/Other Documents collected from college	Principal's Consent	Document Prepared by
Remark									
Date & Signature									
Clearance from Office						Clearance from Library			