

FORM OF APPLICATION FOR A TRANSFER CERTIFICATE

Date : _____

To
The Principal
St. Joseph's College
Nainital

Dear Sir,

I would like to request you to kindly issue me the Transfer Certificate of my ward. The necessary particulars are given below :

Pupil's Name in full : _____

Class: _____ Section : _____

Father's Name : _____

Year of Admission : _____ Date of leaving : _____

Reason for Leaving: _____

Yours faithfully,

Parents / Guardian
(Please sign then scan and send)

FOR OFFICE USE ONLY

1. All fees has been paid. (including month's notice)
2. All library books returned.
3. Name has been struck off from Class Register
4. School leaving certificate may be issued.

Principal