

## APPLICATION FOR TRANSFER CERTIFICATE

CBSE Affl:No : 930138    School Code : 75136



FROM

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Contact Nos..... E-mail ID .....

Date :...../...../.....

TO

The Principal  
Assisi Vidyaniketan Public School  
Chembumukku, Kakkanad, Kochi—682021

Dear Madam,

We, ..... & ..... parents of  
..... of class ..... Sec..... Admission No:..... would like to  
apply for T. C on completion of academic session 20..... - 20..... Reason for application is  
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Subjects Studied :

1..... 2.....(2<sup>nd</sup> Lang.) 3.....(3<sup>rd</sup> Lang.)  
4..... 5..... 6.....

Highest achievement, at Inter– School, State or National Level for co-curricular activities with  
year. (Any two achievements) Enclose photocopy of certificate.

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### ESSENTIAL REQUIREMENTS FOR ISSUE OF TC

1. Request should be signed by both Father & Mother.
2. If either parent is not in station, the request for TC should be sent through that parent's registered email to assisipublic@assisi.ac.in or by post.
3. Copy of the Visa of out station parent should be attached with the request.

Name & Signature of Father:.....Mother:.....

----- (FOR OFFICE USE ONLY) -----

Clearance for issue of T.C. :

Fees : ..... Library : .....Laboratories : .....

Attendance ■Total number of school days:.....Number of days present : .....

Signature of class teacher: ..... Signature of Principal : .....

Name & Signature of office staff issuing T.C. : ..... Date of issue:.....