



TRANSFER CERTIFICATE SAMPLE (TO BE PRINTED ON SCHOOL LETTERHEAD)

TRANSFER CERTIFICATE

Admission No.:

Serial No.:

1. Name of the Student :
2. Mother's Name :
3. Father's/ Guardian's Name :
4. Date of Birth (in Christian Era) according to Admission & Withdrawal Register(in figures) :
5. Proof for Date of Birth submitted at the time of admission :
6. Nationality :
7. Whether the candidate belong to Schedule Caste or Schedule Tribe or OBC :
8. Date of first admission in the School with class :
9. Class in which the pupil last studied :
10. School/ Board annual examination last taken with result :
11. Whether failed, if so once/twice in the same class :
12. Subjects Studied :
13. Whether qualified for promotion to the higher class
If so, to which class :
14. Total No. of working days in the academic session :
15. Total No. of presence in the academic session :
16. Month upto which the people has paid school dues :
17. Any fee concession availed of: if so, the nature of such concession :
18. Whether NCC cadet/Boys Scout/ Girl Guide (details may be given) :
19. Whether school is under Govt./Minority/Independent Category :
20. Games played extra curricular activities in which the pupil usually took part (mention achievement level therein) :
21. Date of application for certificate :
22. Date on which pupils name struck off the rolls of the school :
23. Date of issue of certificate :
24. Any other remarks :

SAMPLE

I hereby declare that the above information including Name of the Candidate, Father's Name, Mother's Name and Date of Birth furnished above is correct as per school records.

Date:.....

Signature of the Principal:.....