

NO DUES FORM FOR TC OF STUDENTS

Date: _____

Contact Number: _____

Sub: Request for issuing of Transfer / Leaving Certificate.

Sir,

I _____ (full name) have passed out FE /SE /TE /
BE /ME /MBA in _____ (Branch) exam held in the year _____. I was
studying in FE /SE /TE /BE /ME / MBA of _____ (Branch) in your college
during the Academic year _____.

I have taken Admission in MIT College of Engineering after completion of **HSC / Diploma /
Graduation** in _____ [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 MIT College of Engineering _____
4. **Academic year of Admission** in MIT College of Engineering : FE _____ SE _____
TE _____ BE _____ FYME _____ FYME _____ FYMBA _____ SYMBA _____
5. **Religion / Race** _____ Sub Caste _____
6. **Category:** SC / ST / DTNT / VJNT / OBC / SBC / OPEN.
7. Year in which last term kept in MIT College of Engineering _____
8. **Reason** for LC / TC _____
9. I am enclosing herewith the following documents for your record :
 - a) A copy of the **mark list** of the last University Examination.
 - b) Xerox copy of Leaving/Transfer Certificate of Last College attended [HSC/Diploma/Graduation].
 - c) A Xerox copy of the **receipt of fees paid** for admission taken new college / Institute.
 - d) **Affidavit** in case of Duplicate LC / TC for Migration Purpose.
10. "**No Dues Certificates**" from the concerned departments are obtained in **Part II** on the
backside of this application.

Thanking you,

Yours faithfully

(Signature of Student)

Note: Students should collect their LC/TC personally.

PART-II**NO DUES CERTIFICATE**

1) Certified that there is nothing due from (*Name of the Student*) Mr./ Ms. _____

Departmental Seal

**Sign. of
Head of Department**

Library Seal

Sign. of Librarian

2) Certified that Mr. /Ms. _____ has paid the T.C. /L.C. Fees by Receipt No. _____ dated _____ as per the rules of Pune University.

3) Alumni Charges ₹ _____ paid, receipt no. _____ dated _____.

Student Section**Accounts Department****PART-III**

Transference /Leaving Certificate

May be issued /May not be issued

Registrar**Principal**

Year	Branch & Division	Year	Branch & Division
FE	Branch_____ Div.:_____	FYMBA	Division:_____
SE	Branch_____ Div.:_____	SYMBA	Division:_____
TE	Branch_____ Div.:_____	FYME	Branch_____ Div.:_____
BE	Branch_____ Div.:_____	SYME	Branch_____ Div.:_____
B.E./ME/MBA exam passed in NOV./DEC. 20 _____ or MAY/JUNE 20 _____			