

COLLEGE OF ENGINEERING GUINDY CAMPUS

ANNA UNIVERSITY :: CHENNAI 600 025

APPLICATION FOR ISSUE OF TRANSFER CUM CONDUCT CERTIFICATE FOR UG/UG(P)/PG/PG(P)

(SHOULD BE FILLED IN **CAPITAL LETTERS**)

1	Name of the Student (Enclose : SSLC (or) Govt. Gazette – copy)	
2	Roll Number	
3	Name of the Father / Mother	
4	Date of Birth (DD/MM/YYYY) (Enclose : SSLC (or) Birth Certificate –copy)	
5	Gender	
6	Nationality & Religion (Other than Indian – enclose proof)	
7	Community & Caste (Enclose: Community certificate - copy)	
8	Aadhar Number (Enclose: Aadhar card - copy)	
9	Date of Admission	
10	Degree and Branch / Specialization (Full Time / Part Time)	
11	Duration of Degree	
12	Semester studied at the time of leaving	
13	Whether completed the Degree (Enclose: Course Completion – copy)	YES / NO
14	Actual date of leaving / Date of discontinuation (DD/MM/YYYY)	
15	Whether copy of Course Completion Certificate is enclosed	YES / NO
16	Whether late fee challan is enclosed (if applicable) *	YES / NO
17	Extra Curricular Activities	NCC/NSS/NSO/YRC
18	Current / Permanent postal address for future communication	
19	Telephone No. / Mobile No. / Email-id	
20	Memo / Suspension (if any)	

Important Note:

1. The following documents should be enclosed

- (i) Self Attested photo copies of 10th Mark Sheet , No Dues Certificate, Course Completion Certificate, Aadhar Card, Community Certificate & NCC / NSS / NSO / YRC Completion Certificate
- (ii) Self addressed envelope (A4 Size) affixed with Stamp to the Value of Rs.35/-

*2. If TC is applied after

1 Year - Rs.500/-	3 Years - Rs.1,000/-	5 Years - Rs.2,000/-	10 Years - Rs.5,000/-
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From the date of leaving / After passing of the programme, the applicable amount has to be paid and copy of **Challan** should be enclosed.

Check List (Copy to be enclosed) with Self-Attestation

- | | |
|---|---|
| 1. Date of Birth Proof (10 th Mark Sheet (or) Govt. Gazette copy) <input type="checkbox"/> | 2. Community Certificate <input type="checkbox"/> |
| 3. Course Completion Certificate / Discontinue letter <input type="checkbox"/> | 4. No Dues Certificate <input type="checkbox"/> 5. Aadhar Card <input type="checkbox"/> |

SIGNATURE OF THE STUDENT WITH DATE

FOR DEPT. OF HEAD OFFICE USE ONLY

Endorsement by the HOD for UG students and Professor in-charge for PG students regarding character and conduct of the student.

(Please tick in the relevant box)

☐ Very Good

☐ Good

☐ Satisfactory

COURSE COMPLETION DATE: _____

(Actual date of Leaving) (DD/MM/YYYY)

(To be filled by Concern Dept. only)

SIGNATURE OF THE HOD / PROFESSOR IN-CHARGE WITH OFFICE SEAL

FOR OFFICE USE ONLY

T. C. No. _____ Dt: _____

D.H/J.A/ASST.

SUPDT./C.S/A.R.

DEPUTY REGR.

DEAN, CEGC