



RAJAGIRI VISWAJYOTHI
COLLEGE OF ARTS AND APPLIED SCIENCES
VENGOOR , PERUMBAVOOR KERALA- 683546

REQUEST FOR TRANSFER CERTIFICATE

From

Date:

Name :

Roll No/ Regi. No. :

Course/ Class :

Department :

To

The Principal

Rajagiri Viswajyothi College of Arts and Applied Sciences,

Vengoor, Perumbavoor

Respected Sir/Madam,

Subject:

I'm a _____ year/semester B.A. / B.Com. / B.B.A. / B.C.A. / B. Sc. student with Roll No./Register No. _____ from the Department of _____. I'm making this request to inform you that I have completed / decided to discontinue the course I have been pursuing here. Therefore, I request you to kindly issue me the Transfer Certificate (T. C.).

Thanking you

Yoursfaithfully

Student's Name and Signature

Countersigned by

Class Mentor / H. O. D.