



## Application format for Transfer Certificate

To

The Principal,  
Lady Keane College, Shillong

Sub: Request for issuance of Transfer Certificate.

Respected Sir/Madam,

With reference to the subject cited above, kindly issued a transfer certificate on my behalf. My personal detail are as follows:

Name of the Applicant: \_\_\_\_\_

Honours: \_\_\_\_\_

Class Roll No.: \_\_\_\_\_

University Roll No.: \_\_\_\_\_

Contact No.: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Pin code: \_\_\_\_\_

Thanking you.

Yours faithfully,

(Name of the Students)

\*\*\*Attached the xerox copy of the marksheet of last examination passed