

## **FORMAT FOR REQUEST FOR TRANSFER**

(As per G.O9 (Rt) No.654/03/H. dn. dated 12.05.2003)

1. Name of Applicant :
2. Year of Admission :
3. Branch study in the first year class :
4. Index Mark :
5. Institution to which transfer is required :
6. Reason for request for transfer :
7. Date of application for transfer to the principal  
Where the applicant is studying :
8. Signature of applicant :
9. Signature of parent/guardian :
10. Whether she/he has attended previous  
Examinations, if so give Reg. No. :
11. Remark of Principal of the institution where the  
student undergoing the course :

Office seal

Signature of the Principal with date

12. Remark of Principal of the Institution to  
which transfer is required :

Office seal

Signature of the Principal with date