

Application for College Leaving Certificate / Transfer Certificate (TC/LC)

MBA AND MCA

To,
The Director
Suryadatta Institute of Management and Mass Communication (SIMMC)
Bavdhan Pune-411021

Subject : - Application for College Leaving Certificate / Transfer Certificate (TC/LC)

Dear Sir,

With reference to the above subject, I would like to inform you that I have completed my _____ degree in _____ (Please mentioned the month & year of last exam appeared), which is affiliated to Savitribai Phule Pune University (SPPU), from _____ institute. I got _____ class and got _____ % in above mentioned course. I have NO dues with college.

Following are my details:-

1. **Full Name** (As per Marksheet) _____ (Please attach MBA final year Marksheet)
2. **DOB** (As per birth certificate/ HSC/Graduation Leaving Certificate) _____ (Please attach zerox copy of any one document – Birth certificate / HSC / Graduation Leaving Certificate)
3. **Previous Degree Name** _____ (Please attached Xerox copy / Graduation Marksheet)
4. **Birth Place** is _____ (please attach Xerox copy of proof of birth place e.g. Domicile certificate / birth certificate / HSC leaving certificate)
5. **Nationality** is _____ (please attach Xerox copy of proof of birth place e.g. Nationality certificate / birth certificate / HSC leaving certificate)
6. **Reason** for leaving certificate _____ (please mentioned reason)
7. **Batch** _____

Therefore, I request you to kindly issue me College Leaving Certificate / Transfer Certificate (TC/LC).

Thanking you.
Yours faithfully,

_____ (Signature of candidate)

Mobile No. _____

Mail Id _____

Signature of Account Department _____

Signature of Librarian _____

Place : _____

Date : _____

TC/LC issued on _____