

# College Transfer Certificate (TC) Request Application

## 1. Application for College Transfer Certificate Due to Family Relocation

To,  
The Principal,  
[College Name],  
[College Address],  
[City], [Postal Code]

Subject: Application for College Transfer Certificate Due to Family Relocation

Respected Sir/Madam,

I, [Your Name], am a student of [Course Name], [Department Name], in your esteemed college bearing Roll Number [Roll No]. I am writing this application to kindly request you to issue a transfer certificate for me as my family is relocating to [New City Name] due to my father's job transfer.

As the decision of relocation has been finalized recently, it is difficult for me to continue my studies in this city. I intend to get admission to a college in [New City Name] to ensure that my education continues without any disruption.

Therefore, I humbly request you to kindly grant me a transfer certificate at the earliest possible, so that I can proceed with the admission process in the new city without any delay.

I have attached a copy of my father's job transfer letter for your reference. I assure you that I have no pending dues or disciplinary issues in the college. I would be highly obliged if you could take this matter into consideration and provide me with the transfer certificate as soon as possible.

Thanking you in advance.

Yours faithfully,  
[Your Name]

[Roll Number]  
[Course Name],  
[Department Name],  
[Your Contact Number],  
[Email Address]

## **2. Seeking College Transfer Certificate Application for Financial Reasons**

To,  
The Principal,  
[Current College Name],  
[Current College Address],  
[City], [Pin Code]

Subject: Application for College Transfer Certificate due to Financial Reasons

Respected Sir/Madam,

I, [Your Full Name], am a student of [Course Name], [Year/ Semester], Roll No. [Your Roll Number] at [Current College Name]. I am writing to request a Transfer Certificate from the college due to financial reasons.

My family has recently been going through a financial crisis, and it has become difficult for us to afford the tuition fees and living expenses here. As a result, I have decided to transfer to a more affordable college in my hometown to ease the financial burden on my family.

I have always been a dedicated and sincere student, and it is with a heavy heart that I have to seek this transfer. I would be grateful if you could provide me with my Transfer Certificate as well as other essential documents, such as my academic records and recommendation letters, at the earliest.

I understand that I need to clear any outstanding dues before obtaining the Transfer Certificate, and I am prepared to do so. Kindly let me know if there are any additional formalities that need to be completed on my end.

I hope you understand my situation and consider my request favorably. I am thankful for the invaluable learning experiences I had at [Current College Name] and will always cherish the memories.

Thanking you in advance,

Yours sincerely,

[Your Full Name]

[Course Name], [Year/ Semester]

Roll No. [Your Roll Number]

[Contact Number]

[Email ID]

### **3. Application for College TC Following a Change in Academic Program**

To,

The Principal,

[College Name],

[College Address],

[City],

[Date]

Subject: Application for College TC Following a Change in Academic Program

Respected Sir/Madam,

I, [Your Name], son/daughter of [Father's Name], am a student of your esteemed college, currently enrolled in [Your Current Program] with Roll No. [Your Roll Number]. I write this application to request the issuance of my Transfer Certificate (TC) from the college.

Due to a recent decision to change my academic program, I am required to shift to a different college that offers the desired program, i.e., [New Academic Program]. This decision has been made after thorough consideration and discussion with my family, keeping in mind my career goals and aspirations. I understand that this change is crucial for the successful pursuit of my academic and professional objectives.

I have no pending dues or disciplinary issues with the college and have always adhered to the rules and regulations. Kindly issue my Transfer Certificate at the earliest, enabling me to complete the necessary formalities and join the new college without any delay.

I would also like to express my sincere gratitude to you and the entire faculty of [College Name] for providing me with an excellent learning environment during my time here.

Thanking you in anticipation.

Yours faithfully,  
[Your Name]  
[Your Roll Number]  
[Your Current Program]  
[Your Contact Number]

## **4. Medical Grounds College Transfer Certificate Request Application**

To,  
The Principal,  
[Current College Name],  
[College Address],  
[City], [Postal Code]

Subject: Request for College Transfer Certificate on Medical Grounds

Respected Sir/Madam,

I, [Your Full Name], am currently enrolled in the [Course Name], with the roll number [Your Roll Number]. I regret to inform you that due to persistent health issues, I am unable to continue my education at your esteemed institution. My doctor has diagnosed me with [Medical Condition] and advised me to remain under regular medical supervision.

As my family resides in [Your Hometown], I am compelled to shift closer to them to receive the necessary care and attention. Therefore, I would like to

request a transfer certificate from [Current College Name] to [New College Name] located in [New College Location], which is near my home. This transfer will enable me to be closer to my family and receive the required medical support while continuing my education.

Kindly issue the transfer certificate at the earliest, as the admission process is currently underway at the [New College Name]. I assure you that I will complete all the necessary formalities and clear any dues before the transfer.

I am grateful for the opportunities and experiences that [Current College Name] has provided. I kindly request your cooperation in granting a transfer certificate to facilitate my relocation and ensure my well-being.

Thanking you,

Yours sincerely,

[Your Full Name]

[Course Name]

Roll Number: [Your Roll Number]

Date: [Date of Application]

## **5. College Transfer Certificate Application for Pursuing Better Opportunities**

To,  
The Principal,  
[College Name],  
[College Address],  
[City],  
[Date]

Subject: College Transfer Certificate Application for Pursuing Better Opportunities

Respected Sir/Madam,

I, [Your Full Name], am a student of [Course Name], [Department Name], bearing Roll No. [Roll Number], at [College Name]. I am writing this application

to kindly request the issuance of my transfer certificate as I have received a better opportunity to pursue my further studies at [New College Name].

I have been offered admission in the [Course/Program Name] at [New College Name] which aligns with my career aspirations and provides better facilities as well as placement opportunities. Therefore, I am keen to grasp this opportunity to enhance my career prospects.

I have cleared all the pending dues and have no outstanding issues with the college administration. In light of this, I kindly request you to issue my transfer certificate, marksheets, and other necessary documents at the earliest. Your prompt assistance in this matter will enable me to complete the admission process at the new college within the given deadline.

I am grateful for the education and support I have received at [Current College Name]. I assure you that I will continue to uphold the values and skills that I have learned here in my future endeavors.

Thanking you in advance.

Yours sincerely,

[Your Full Name]

[Course Name]

[Department Name]

Roll No. [Roll Number]

[Contact Number]

[Email Address]