

Graduation Transfer Certificate (TC) Request Application

1. Application for Graduation Transfer Certificate due to Family Relocation

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

Subject: Application for Graduation Transfer Certificate due to Family Relocation

Respected Sir/Madam,

I, [Your Name], am a student of class [Your Class] in your esteemed institution. I am writing this application to request a Graduation Transfer Certificate as my family is relocating to another city due to my father's job transfer.

My father has been recently transferred to [New City Name], and our entire family has to move along with him. Since I am in the middle of my academic year, it is necessary for me to obtain a transfer certificate from the school to seek admission in a new school in the new city.

I have always been a sincere and disciplined student and have maintained an excellent academic record at this school. I am grateful for the quality education, guidance, and support provided by the teachers and staff during my time here.

I kindly request you to issue my Graduation Transfer Certificate at the earliest. My particulars are as follows:

Name: [Your Full Name]
Class: [Your Class]
Roll No.: [Your Roll Number]
Section: [Your Section]

I would appreciate your prompt attention to this matter, as it would enable me to join the new school without any delay or inconvenience. I shall always cherish the memories and valuable lessons learned at this school.

Thanking you in anticipation.

Yours sincerely,

[Your Name]

[Your Class and Section]

[Contact Number]

[Email Address (if any)]

2. Medical Condition-based Graduation Transfer Certificate Request Application

To,
The Principal,
[Name of the Institution],
[Address],
[City], [Pin Code]

Subject: Request for Graduation Transfer Certificate due to Medical Condition

Respected Sir/Madam,

I, [Your Full Name], am currently pursuing my graduation in [Course Name] (Year/semester), bearing the Roll No. [Roll Number], at your esteemed institution. I am writing this application to kindly request a transfer certificate from the college due to my prevailing medical condition.

Unfortunately, I have been diagnosed with [Specific Medical Condition] which has made it tremendously difficult for me to continue my studies at the current location. As per my doctor's advice, it is crucial for my health and well-being to return to my hometown and seek medical attention immediately.

Considering the severity of my medical condition, I am unable to attend classes regularly and cope with the academic requirements of the institution. Hence, I

kindly request you to grant me a transfer certificate at the earliest, so that I can continue my education in an institution closer to my home and avail the necessary medical support.

I have attached the relevant medical documents and reports along with this application for your reference. I hope you will understand my situation and consider my request sympathetically. Your cooperation in this matter is highly appreciated.

Thanking you in advance.

Yours sincerely,

[Your Full Name]

[Roll Number]

[Course Name]

[Contact details]

[Date]

3. Application for Graduation Transfer Certificate following a Change in Academic Interests

To,
The Principal,
[Name of the Institution],
[Address],
[City], [State], [Pin Code]

Subject: Application for Graduation Transfer Certificate following a Change in Academic Interests

Respected Sir/Madam,

I, [Your Name], a student of [Your Course Name] in your esteemed institution, bearing Roll Number [Your Roll Number], am writing this application to kindly request the issuance of my Graduation Transfer Certificate.

Due to a change in my academic interests, I have decided to pursue a different course of study at another institution. To facilitate this transition, I kindly

request you to provide me with the Graduation Transfer Certificate and any other necessary documents to complete the process.

I have cleared all my dues and have no pending academic or extracurricular commitments with the institution. I am grateful for the education and support I have received during my time at [Name of the Institution] and would greatly appreciate your assistance in helping me move forward in my academic journey.

Kindly consider my request and do the needful at the earliest. I assure you that I will uphold the values and reputation of our institution wherever I go.

Thank you.

Yours sincerely,

[Your Name]

[Your Course Name]

Roll Number: [Your Roll Number]

Date: [Date]

4. Financial Circumstances-driven Graduation Transfer Certificate Application

To,
The Principal,
[Name of College/Institution],
[Address],
[City and Pin Code]

Subject: Application for Financial Circumstances-driven Graduation Transfer Certificate

Respected Sir/Madam,

I, [Your Name], am a student of [Degree], [Department] under the registration number [Your Registration Number]. I am writing this application to kindly request you to issue me a Graduation Transfer Certificate due to my current financial circumstances.

Unfortunately, my family has recently encountered significant financial hardships, which have made it impossible for me to continue my studies at this institution. Despite my best efforts to find means to meet my academic expenses, I am unable to find a viable solution. Therefore, I have decided to transfer to a more affordable institution nearer to my hometown to ease the burden on my family.

In light of this situation, I humbly request you to issue me a Graduation Transfer Certificate at the earliest, enabling me to join the other institution without further delay. I assure you that I have cleared all my dues, and I am not part of any ongoing disciplinary proceedings or academic probation.

I am grateful for the opportunities and learning experiences I have had at this esteemed institution. I would like to express my heartfelt gratitude to the faculty and staff for their support and guidance during my time here.

I sincerely hope for your understanding and prompt action in this matter. Thank you for your attention and cooperation.

Yours sincerely,

[Your Name]
[Degree and Department]
[Registration Number]
[Contact Information]

5. Application for Graduation Transfer Certificate to Pursue International Opportunities

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

Subject: Application for Graduation Transfer Certificate to Pursue International Opportunities

Respected Sir/Madam,

I, [Your Name], a final year student of [Course/Program Name] with the Roll Number [Your Roll Number], humbly request you to issue me a Transfer Certificate upon the completion of my graduation. I have been fortunate enough to receive an opportunity to pursue further studies at an esteemed international university.

I have successfully completed my studies at [School/College Name], and my final exams were held in [Month and Year]. I am thankful to the entire faculty and administration for their guidance and support during my time here. The knowledge and experience I have gained at [School/College Name] have prepared me well for my next academic and professional journey.

As the admission process for the international university requires a Transfer Certificate from the school/college I last attended, I kindly request you to issue the same at the earliest. This will help me complete my application process and secure my admission successfully.

I assure you that I will uphold the good name of our esteemed institution and make the best use of the opportunities provided to me. I am grateful for your assistance in this matter and look forward to receiving the Transfer Certificate soon.

Thank you.

Yours sincerely,

[Your Name]
[Course/Program Name],
[Roll Number],
[Contact Details]