

# Transfer Certificate (TC) Application after 10th

## 1. Application for Transfer Certificate After 10th Due to Family Relocation

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

Subject: Application for Transfer Certificate After 10th Due to Family Relocation

Respected Sir/Madam,

I, [Your Name], have recently completed my 10th standard from your esteemed institution, bearing Roll No. [Your Roll Number], in the academic session [Year]. It has been a great journey, and I have learned a lot during my time at this school.

Unfortunately, due to my father's recent job transfer, our family has to relocate to [New City/Place Name]. As a result, it is necessary for me to acquire a Transfer Certificate from the school for my admission to a new school in our new city.

I kindly request you to issue my Transfer Certificate at the earliest, as we will be moving in the coming month. I assure you that all my school dues have been cleared, and I am grateful for the excellent education and guidance I received at this institution. It has provided me with a strong foundation to excel in my future endeavors.

Thank you for your kind understanding and prompt assistance in this matter.

Yours sincerely,

[Your Name],

[Class and Section],  
[Your Roll Number],  
[Your Contact Number],

## **2. Application for Early Issuance of Transfer Certificate After 10th for Scholarship Opportunities**

To,  
The Principal,  
[Name of the School],  
[School Address],  
[City, State, Zip Code]

Date: [DD/MM/YYYY]

Subject: Application for Early Issuance of Transfer Certificate After 10th for Scholarship Opportunities

Respected Sir/Madam,

I, [Your Full Name], was a student of your esteemed institution in the academic session [Year-Year], in Class 10th, Section [Section], Roll Number [Roll Number]. I am writing this application to humbly request the early issuance of my Transfer Certificate, as I have successfully completed my 10th standard examinations.

The reason for my request is that I have been presented with an opportunity to apply for various scholarships to pursue my higher studies. To complete the application process for these scholarships, I am required to submit my Transfer Certificate along with other necessary documents. The deadline for the scholarship applications is fast approaching and obtaining the Transfer Certificate as soon as possible will increase my chances of securing financial assistance for my further studies.

I kindly request you to consider my situation and issue me the Transfer Certificate at the earliest. I assure you that I have cleared all the dues and have no pending obligations towards the school.

I am grateful for the quality education and support I have received throughout my time at [Name of the School] and would be highly obliged if my request is granted.

Thanking you in advance for your understanding and cooperation.

Yours sincerely,

[Your Full Name]

[Class 10th, Section, Roll Number]

[Contact Number and Email Address]

### **3. Application for Transfer Certificate After 10th to Pursue Non-Academic Interests**

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

Subject: Application for Transfer Certificate After 10th to Pursue Non-Academic Interests

Respected Sir/Madam,

I, [Your Full Name], was a student of class 10th (Section-\_\_\_), Roll No. [Your Roll Number] at your esteemed institution. I have recently completed my class 10th board exams and am awaiting the results.

I am writing this letter to kindly request you to issue me a Transfer Certificate, as I have decided to pursue non-academic interests in the field of [Specify the field, e.g., Sports, Arts, or Vocational Training] instead of continuing my regular academic stream. I have made this decision after much thought and discussion with my parents, and I believe that this path aligns better with my passion and long-term career goals.

I request you to kindly provide me with a Transfer Certificate at the earliest, as it is required for my enrollment in the [Specify the field or institution] that I am planning to join.

I am grateful to the school and its faculty members for their guidance and support during my time here. I assure you that I will put the knowledge and skills gained at this institution to good use in my future endeavors.

Thanking you in anticipation,

Yours sincerely,

[Your Full Name]

[Class 10th, Section \_\_, Roll No.]

[Date: DD/MM/YYYY]

[Contact Number and/or Email Address]

#### **4. Application for Transfer Certificate After 10th for a Change in Educational Board**

To,  
The Principal,  
[Name of the School],  
[School Address],  
[City], [Postal Code]

Subject: Application for Transfer Certificate After 10th for a Change in Educational Board

Respected Sir/Madam,

I, [Your Name], a student of class 10th in your esteemed institution, bearing Roll Number [Your Roll Number], have recently completed my 10th standard examination. I am writing this application to request a transfer certificate from the school, as my family and I have decided to switch my educational board for further studies.

I have had a wonderful experience studying in this prestigious school and have gained valuable knowledge and skills over the years. However, due to personal

reasons and after considering various factors, my parents and I believe that changing the educational board would be in my best interest for my future academic and professional pursuits.

Therefore, I kindly request you to issue me a transfer certificate at the earliest, as it is necessary for the admission process in my new school. I hope you will understand my situation and grant me the transfer certificate as soon as possible.

Thanking you in anticipation.

Yours sincerely,  
[Your Name]  
[Class and Section]  
[Roll Number]  
[Date]

## **5. Application for Transfer Certificate After 10th to Enroll in a Specialized School**

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

Subject: Application for Transfer Certificate After 10th to Enroll in a Specialized School

Respected Sir/Madam,

I, [Your Name], am a student of class 10th in your esteemed institution, bearing the roll number [Your Roll Number]. I recently completed my 10th Board examinations and got my results, where I secured a score of [Your Percentage/CGPA]. I am writing this application to request you to kindly issue me a Transfer Certificate.

I am grateful for the excellent education and guidance provided by our school during my academic journey. However, it is my immense ambition and aspiration to enroll in a specialized school, which is focused on [Field of Study/Stream, e.g., Science, Arts, etc.], and offers a curriculum tailored to my career objectives.

In order to pursue my studies in the desired specialized school, it is essential for me to obtain a Transfer Certificate from our school. Therefore, I request you to kindly issue me the Transfer Certificate at your earliest convenience.

I assure you that I will continue to work hard and excel in my future academic endeavors. I also express my heartfelt gratitude to all my teachers and the school management for their constant support and encouragement throughout my time at [Name of School].

Thanking you in anticipation.

Yours sincerely,  
[Your Name]  
[Your Class and Section]  
[Your Roll Number]  
[Contact Number]  
[Email Address]