

Transfer Certificate (TC) Application after 12th

1. Application for Transfer Certificate after 12th due to Relocation

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

Subject: Application for Transfer Certificate after 12th due to Relocation

Respected Sir/Madam,

I, [Your Name], a student of class 12th [Stream], request you to kindly issue me a Transfer Certificate as my family is relocating to another city due to my father's job transfer. I have successfully completed my 12th standard examinations at your esteemed school and have received the mark sheet for the same.

As we are moving shortly, I would require the Transfer Certificate at the earliest to secure admission in a new school in the next city. I assure you that all my dues are cleared, and there are no pending payments. I would like to express my gratitude for the excellent education, guidance, and support I have received during my time at this school.

Kindly consider my application and issue me the Transfer Certificate at the earliest. Your cooperation in this matter is highly appreciated.

Thanking you,

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

[Contact Details]

2. Application for Acquiring Transfer Certificate after 12th for Higher Education Pursuits

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

Subject: Application for Acquiring Transfer Certificate after 12th for Higher Education Pursuits

Respected Sir/Madam,

I, [Your Name], am a student of Class 12th in your esteemed institution, bearing the Roll Number [Your Roll Number]. I have successfully completed my Class 12th Board examinations held in [Month and Year of the examination] and have received my results. I am writing this application to request you to kindly issue me the Transfer Certificate, as I wish to pursue my higher education at another institution.

I have been accepted into [Name of the College or University] for the [Name of the Course or Program] and the classes are scheduled to commence from [Starting Date of the Course]. In order to complete the admission formalities, I am required to submit the Transfer Certificate from my current school. Therefore, I kindly request you to issue me the Transfer Certificate at the earliest.

Please find enclosed a photocopy of my Class 12th Marksheet for your reference. I am grateful for the knowledge and experiences I gained during my time at [School Name] and will always cherish the memories.

I hope you will consider my request and issue the Transfer Certificate soon, enabling me to join my desired college and pursue my higher education without any hindrance.

Thanking you in anticipation.

Yours sincerely,

[Your Name]

[Your Class and Section]

[Roll Number]

[Contact Details]

3. Application for Early Transfer Certificate after 12th amidst Health Concerns

To,

The Principal,

[School Name],

[School Address],

[City],

[Date]

Subject: Application for Early Transfer Certificate after 12th amidst Health Concerns

Respected Sir/Madam,

I, [Your Name], a student of Class XII, Section [Section], Roll Number [Roll Number], humbly request an early Transfer Certificate from our esteemed institution due to health concerns.

Recently, my family has been facing some health issues, and my doctor has advised us to relocate to a different city where a specialized healthcare facility is available to address these concerns. As a result, it has become essential for me to move with my family, thus requiring a Transfer Certificate from the school.

I understand that this request is unusual and may cause inconvenience, but I assure you that I have no other option but to make this difficult decision. I have cherished my time at [School Name] and have learned valuable skills and knowledge from my esteemed teachers.

Kindly consider my request and provide me with the Transfer Certificate at the earliest to facilitate a smooth transition to another school to continue my education. I sincerely appreciate your understanding and assistance in this matter.

Thanking you,

Yours sincerely,

[Your Name],
Class XII, Section [Section],
Roll Number [Roll Number],
[School Name],
[City]

4. Application for Transfer Certificate after 12th in Pursuit of a Gap Year Adventure

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

Subject: Application for Transfer Certificate after 12th in Pursuit of a Gap Year Adventure

Respected Sir/Madam,

I, [Your Full Name], a student of class 12th, in the [Your Stream] stream, bearing Roll Number [Your Roll Number], would like to kindly request a Transfer Certificate from the esteemed institution of [School Name]. I have successfully completed my 12th standard education in the academic year [Year], and I am grateful for the education and guidance provided by the school.

I am writing this application to inform you about my decision to take a gap year before pursuing higher studies. During this gap year, I plan to embark on an adventure to explore new opportunities, gain diverse experiences, and enhance

my skills. This time will provide me with a chance to understand my interests better and make an informed decision regarding my future educational and career prospects.

As I will not be joining any higher education institution during this gap year, I request you to kindly issue a Transfer Certificate for the same. This document will be essential for my future enrolment in another institution after the completion of my gap year.

I humbly request you to process my application at the earliest and provide me with the Transfer Certificate. I shall always remain grateful for the support and guidance I received at [School Name].

Thanking you in anticipation.

Yours sincerely,

[Your Full Name]

Roll Number: [Your Roll Number]

Class 12th (Stream)

[School Name]

[City]

[Your Phone Number]

5. Application for Transfer Certificate after 12th to Join a New School with Specialized Programs

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

Subject: Application for Transfer Certificate after 12th to Join a New School with Specialized Programs

Respected Sir/Madam,

I, [Your Full Name], have been a student of this esteemed institution for the past [number of years] years in the [science/commerce/arts] stream. I have recently completed my 12th standard examinations and am awaiting the results.

I am writing to request a transfer certificate as I have received an opportunity to join a specialized program at [New School Name], which will greatly aid my future academic and career aspirations. The specialized program focuses on [mention the core subjects and any relevant details of the program] which will help me pursue my interests in the field of [mention the field of study or career path you are aiming for].

I am extremely grateful for the quality education and guidance I have received at [Current School Name] and it has laid a strong foundation for my future. However, joining the specialized program at [New School Name] will provide me with the necessary advanced knowledge and skills required for my chosen field.

I kindly request you to issue my transfer certificate at the earliest, as the admission process at [New School Name] will commence soon. I assure you that I will always be grateful and uphold the values and education I have received at [Current School Name] throughout my future endeavors.

Thanking you in advance for your kind assistance and understanding.

Yours sincerely,

[Your Full Name]
[Roll Number/ Admission Number]
[Class 12 – Section]
[Contact Details]