

# SAFI INSTITUTE OF ADVANCED STUDY (SIAS)

RASIYA NAGAR, VAZHAYOOR EAST (P.O), MALAPPURAM DIST-673633

(Affiliated to the University of Calicut)

## APPLICATION FOR TRANSFER & CONDUCT CERTIFICATE

Date : .....

1. Name of the Student in full (In block letters) : .....
2. Reason for Transfer : .....
3. Class and Group of the student at the time of leaving the Institute : .....
4. Last date he/she attended the Institute : .....
5. Date of birth as entered in the SSLC book : .....
6. Class and year in which the student was first admitted in the institute : .....
7. Whether residing in the Hostel and if so the name of the Hostel? : .....
8. Name of examination of the University for which the student last registered from the Institute : .....
9. Reg. No. and date of examination : .....
10. If the student appeared for the exam. State  
i) The part or parts in which he/she has passed / failed : .....
11. Signature of the student with date : .....
12. Name, address and signature of the guardian with date : .....  
.....  
.....
13. Certified that there are no dues / the following is due

Head of the Department

Librarian

Fee Collection Clerk

Hostel Warden

Principal's Orders :

TC Received. Signature with Date : .....

### Rules regarding the issue of Transfer Certificate

1. Transfer Certificate will not be issued unless all dues to the College and the Hostel are cleared.
2. Transfer Certificates will be issued ordinarily after three days from the date of receipt of application. Those who wish to have the certificates by registered post should remit the postal charges in advance.
3. All details furnished in the application should be correct, failing which discrepancies may arise in the T.C. issued.