



ATSS COLLEGE OF BUSINESS STUDIES & COMPUTER APPLICATION

Chinchwad Pune

STUDENT TRANSFER / LEAVING CERTIFICATE APPLICATION FORM

**To,
The Principal,
A.T.S.S CBSCA,
Chinchwad,Pune-019**

Subject : Request for Issuing TRANSFER / LEAVING CERTIFICATE

Madam/Sir

I Ms/Mr._____ have passed out First / Second / Third Year Exam held in the Year.....I was studying in of BBA / BCA /B.Sc in your college during the Academic year.....I have taken admission in **A.T.S.S College of Business Studies and Computer Application Chinchwad, Pune-019**. After 12Th /Diploma/.....

I Request you to please issue me TC/LC My relevant details are furnished below.

- 1.Date of Birth..... (In words).....
- 2.Place of Birth.....Nationality/Domicile.....
- 3.Last college attended prior to ATSS CBSCA.....
- 4.Date of Admission in ATSS BBA/BCA/B.Sc.....
- 5.Religion.....Caste.....Sub Caste.....
- 6.Category : Open/SC/ST/DTNT/ VJ NT /SBC / OBC
- 7.Year in which last term Kept in ATSS CBSCA.....
- 8.Reason for LC/TC.....
- 9.I am Enclosing herewith the following document for your record
 - A Copy of the mark list of last university examination
 - A Xerox copy of the receipt of Fees paid for admission taken new college/Institute.
 - Last Institute /College T.C/L.C Affidavit in case of duplicate L.C/T.C for migration purpose.
10. **“No Dues Certificate”** is enclosed with this Application.

Thanking you,

Yours Faithfully

Date.....

(Signature of Student)

Note: Student should collect their L.C/T.C personally

P.T.O

No Dues Certificate

1.Name:

2.Contact No:.....

3.University P.R.No:.....

4.Email :.....

Address

No Dues Certificate

Sr. No	Department	Remark	Signature
1	Account Section	DUES/NO DUES	
2	Course Coordinator	DUES/NO DUES	
3	Library	DUES/NO DUES	
4	Computer lab	DUES/NO DUES	
5	Training /Placement	DUES/NO DUES	
6	Administration	DUES/NO DUES	

Certified that there is no outstanding / no dues against

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OFFICE USE ONLY

Issued Certificate No : _____

Certificate issued date : _____

Date: _____

PRINCIPAL
A.T.S.S.
CBSCA, Chinchwad-19