

APPLICATION FOR TRASFER FROM ONE INSTITUTION TO ANOTHER

- 1 Name of the student (full address in case of private candidates)
- 2 Institution in which he is studying now.
- 3 Course and year in which he / she is studying now
- 4 Furnish the particulars of the Diploma Examinations already appeared and lastly appeared.

S. No	Name of the Examination	Register Number	Month and year of Examination	Result

- 5 a. If the Candidate has discontinued his studies, state the semester and year in which he has discontinued. :

b. In case, if the candidate is a discontinued student, whether he / she has applied for re-admission through the Principal of the Institution in which he is studying now. :

c. If so, Proc No / Date in which permission on order has been obtained. :
- 6 If the student in receipt of Scholarships, stipend and fee concession under 92 MER of Madras Educational Loan Rules?. If so, particulars may be given. :
- 7 Reason for transfer to another Institution :
- 8 The name of the Institution to which the student seeks transfer :
- 9 Branch of Engineering he / she requires (in the order of preference). State the name of the semester or year of the course :

DECLARATION BY THE CANDIDATE

I hereby declare that the particulars recorded against item 1 to 9 are correct to the best of my knowledge and belief.

Station :

Date :

Signature of the Candidate

- Note: (1) The discontinued students should get re-admission order and then only apply for Transfer
(2) The students those who seek transfer in V Semester will have to undergo the study in the same branch in which he / se had studied earlier.

Endorsement No. _____ Dated: _____

1. Forwarded to the Principal, _____

2. The particulars furnished in the application are correct.\
3. I have no objection to transfer the student to your Institution. His request for transfer cannot be considered.
4. The student has not / has taken part in anti-social activities and was not / was awarded punishment (or) fined for his misbehaviour.
5. His Character and Conduct are good / are not commendable.
6. I hereby certify that the candidate is eligible to study the course mentioned in column 9 in the institution where he / she seeks for transfer.
7. The student is a discontinued student. Necessary proposal for readmission has been sent to Chairman, Board of Examination vide this Office Letter No. _____

Signature of the Principal
(of the Institution where the student is studying)

To
The Principal

Endorsement No. _____ Dated: _____

He / she may be transferred to this Institution. He / She will be admitted in
..... Engineering Branch as requested by the student.

He / She may be transferred to this Institution provided he / she accept the branch mentioned above only, as there is no vacancy in other branches.

Sanctioned Intake :
Present Strength :
Number of Vacancy :

Signature of the Principal
(of the Institution where the student seeks transfer)

To
The Director of Technical Education,
Guindy,
Chennai – 600 025.