

# Application for T.C. /L.C.

Only for Office Use

PRN /PDVBE NO	
Paid Amount Receipt No & Date	
T.C/L.C . No & issue date	
Application File No	

Application No :-  
Date :- / /2017

To,  
The Principal  
Dr.Vithalrao Vikhe Patil College of Engineering.  
Vilad Ghat . Ahmednagar

Subject: - Request to issue College Leaving/Transfe Certificate

Sir,  
I had taken admission to Four Year Bachelor of Engineering Degree Course in \_\_\_\_\_  
\_\_\_\_\_ Branch in this College in the year 20 - 20 I have successfully completed  
the said degree course in the year \_\_\_\_\_.

I, therefore, request you to kindly issue me the college leaving certificate. My educational information is as given below:

1. Full Name: \_\_\_\_\_
2. Academic Year of admission taken: (F.E. /D.S.E./M.E.) \_\_\_\_\_ Branch: \_\_\_\_\_
3. Mob. No. \_\_\_\_\_ Email address: \_\_\_\_\_

Enclosures:-

1. Xerox copy of First Year to Final Year Marklist
2. Fee receipts of F.E. /S.E. T.E. and B.E. 3. Identity Cards
4. 12<sup>th</sup>/Diploma T.C./L.C Certifciate Xerox 5. One passport size photos

Your,s Faithfully

Name & Signature ( )

## CLEARANCE / NO DUES DETAILS

Sr.No.	Department	Remarks ( Due's if any) Yes /No	Signatute with initial & rubber stamp
01	Concerned HOD Civil/Mech/E&TC/Elec./I.T		
02.	Workship (only Mech Students)		
03.	Account		
04.	Library		
05.	Hostel A,B & Kaveri		
06.	Exam Section		
07.	Scholarship Section Only catergory students( if account dues)		

Please issue Leaving Certificate/Transfer Certificate.

Principal  
Dr.Vithalrao Vikhe Patil College of Engineering.  
Vilad Ghat,Ahmednagar

Note: L.C. will be issued after 15 days after submission of this application.