

ANNAMALAI UNIVERSITY



F.No.16002/ K9/2020

Dated: 19.02.2020

**Circular**


Sub: Issue of Transfer Certificate for outgoing students of 2019-2020  
Instruction issued – Regarding.

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It is hereby informed that the outgoing students of 2019-2020 are directed to submit the application form for getting transfer certificate as per the instruction given below.

- i. Students are advised to apply for the Transfer Certificate in the prescribed format (Model enclosed). Download the application for Transfer Certificate form our University website [www.annamalaiuniversity.ac.in](http://www.annamalaiuniversity.ac.in)
- ii. Application for Transfer Certificate should be submitted by each candidate through the respective Heads of the Departments of Study on or before 20.04.2020.
- iii. Prescribed Fee for Transfer Certificate is Rs.300/-
- iv. This is not applicable for foreign students.

The Office will then scrutinize all the applications received and make them ready and send the Transfer Certificate through the respective Heads of Departments of study along with the Mark lists/Provisional Certificate after publication of the results by the University.

  
Registrar (i/c)

Encl: as above

To

All Dean's of Faculties (Except the Faculties of Medicine & Dentistry)

Notice Board (All Heads of Departments of Study) (Except the Faculties of Medicine & Dentistry)

All Heads of Departments of Study....With a request that the applications received from the

students may be sent to this office on or before

20.04.2020. Acknowledgement may be obtained from the office for the applications submitted.

✓ Copy to: The Director, Annamalai Innovation Centre

Copy to: All Wardens of Hostels

Copy to: D1 Section

## APPLICATION FOR TRANSFER CERTIFICATE

[This form should be filled & sent to the K-Section those who have paid all fees]

1.	Name of the Student	:					
2.	Name of the Programme	:					
	Branch	:					
	Optional Subject (for B.Ed. Students)	:					
	(The students of the FEAT should mention his/ her branch if any change from the second year)						
3.	Name of the Department	:					
4.	Roll No.	:					
	Reg. No.	:					
	(Copy of readmission order should be enclosed, if readmitted)						
5.	Period of Study	:					
	(Students who have readmitted and complete the programme should enclose the readmission order copy issued by the office)						
6.	Fees paid for TC	:	Rs.300/- (Subject to revision by the University); Chalan No. Date: ICICI/ AU Cash Counter				
7.	Whether the student is Day Scholar / Hosteller?	:	Please tick the appropriate Box				
			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Day Scholar</td> <td style="width: 50%; text-align: center;">Hosteller</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	Day Scholar	Hosteller	<input type="checkbox"/>	<input type="checkbox"/>
Day Scholar	Hosteller						
<input type="checkbox"/>	<input type="checkbox"/>						
8.	a. If hosteller, please mention the Room No. & Hostel where he/she stayed	:	Room No.				
			Name of the Hostel				
	b. Whether the Hostel fee paid in full		Yes / No				
	c. Pending Hostel fees if any		Rs.				
9.	Details of Scholarship availed & No.		Rs.				

### Declaration

I declare that the above information are true to the best of my knowledge. I have enclosed the chalan for payment of Transfer Certificate and I have paid all fees viz., Tuition fees, Hostel fees etc., during my studies and there is no arrears due to the University.

Date:

Signature of the Head  
Department of \_\_\_\_\_

Signature of the Student