

MAHARASHTRA ACADEMY OF ENGINEERING & EDUCATION RESEARCH'S
MAHARASHTRA INSTITUTE OF TECHNOLOGY, PUNE - 38
(Engineering College)

To,

Date:

The Principal,
Maharashtra Institute of Technology,
Pune – 411 038

Sub- Request for issue to Transfer/Leaving Certificate.

Respected Sir,

I, Mr./Ms. _____
(FULL NAME IN CAPITAL LETTERS)

Have passed out F.E./ SE / T.E. /B.E./ M.B.A./M.E _____(Branch)
examination held in the year _____

I was studying in F.E./S.E./T.E./B.E./M.B.A./M.E. of _____ (Branch) in your college
During the academic year _____

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 MIT _____
4. Academic Year in which admitted in MIT for
F.E. (Academic year)_____ S.E. (Academic Year)_____
T.E. (Academic Year) _____ B.E. (Academic Year) _____
M.B.A. First Year(Academic Year)_____ M.B.A. Second Year (Academic Year) _____
M.E. First Year (Academic Year)_____ M.E. Second Year (Academic Year) _____
5. Religion /Race _____ Sub Caste _____
6. Category SC/ST/OBC/DTNT/OPEN _____
7. Year in which last terms kept in MIT _____
8. Reasons for TC/LC _____
9. I am enclosing herewith the following Documents for your Record
A) Copy of the Mark Sheet of the Last University Examination
A Xerox of the Receipt of Fees paid for Admission taken in the New College /Institute
OR an Undertaking Signed on Stamp paper of Rs. 5/- Only (if demanded)
10. NO DUES Certificate from the Concerned Departments are obtained in part II on back
Side of this application .
- 11 **Attaché the Xerox copy of Caste cert.,12th Leaving, Transfer, Nationality, Place of Birth
Certificates.**
12. Authority letter (Incase student is not going to collect LC/TC personally)

Thanking You

Yours faithfully

Permanent Address

Email

Phone No.

Part-II

Certified that there is nothing due form Shri/Smt_____

Signature & Stamp of

Head of the Department

Librarian,Library,

2) Certified that Shri/Smt_____ has paid the TC/LC

fees as per the rules of Pune University(presently, Rs. 50/100/300

Accountant
Accounts Department

Part III

FOR OFFICE USE

Transference Certificate

May be issued

Leaving Certificate

May not be issued

Registrar

Vice Principal/Principal