

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 AS PER MARKSHEET)

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 before 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. Attach the Xerox copy of Caste cert., 12th Leaving /Diploma Leaving /Transfer, Nationality,
Place of Birth Certificates.**

12. All fields should be filled correctly & to be submitted along with required documents,

13. Incomplete forms will be kept as pending.

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