



**UNIVERSITY V.O.C. COLLEGE OF ENGINEERING**  
**ANNA UNIVERSITY (THOOTHUKUDI CAMPUS)**  
**THOOTHUKUDI - 628 008**

**APPLICATION FOR THE ISSUE OF TRANSFER CUM CONDUCT CERTIFICATE**  
**(SHOULD BY FILLED IN CAPITAL LETTERS)**

1.	Name of the Student			
	Reg. No.			
2.	Father's Name in English & Tamil (Initials at the End)			
3.	Mother's Name in English & Tamil (Initials at the End)			
4.	Date of Brith (as per X to SSLC Mark Sheet)	DD	MM	YYYY
5.	Nationality & Religion			
6.	Whether he/she belongs to	SC/SC(A)/ST/BC/BC(M)/MBC		
7.	If so please specify the Caste as appear in the Community Certificate			
8.	Date of Admission	MM	YYYY	
9.	Degree and Branch / Specialization (Full-Time / Part-Time)			
10.	Duration of Programme in Semesters			
11.	Semester studied at the time of leaving			
12.	Whether the student has sucessfully completed the programme	YES / NO		
13.	Actual date of leaving : Month & Year of Passing / Date of discontinuation			
14.	Whether copy of Provisional / Degree Certificate is enclosed	YES / NO		
15.	Whether copy of No Dues Certificate is enclosed	YES / NO		
16.	Whether late fee chalan (if applicable) is enclosed	YES / NO		
17.	Current / Permanent postal address (for future communication)			
18.	Telephone No, Mobile No and E-Mail Id			

**Important Note :**

- The following should be enclosed
  - Xerox copies of Provisional/Degree Certificate & No Dues Certificate
  - Self addressed envelope (27 X 12cms) affixed with Stamp to the value of Rs.25/-
- If TC is applied after 1 year from the date of leaving/completion of the programme, a late fee of Rs. 100/- has to be paid and copy of chalan should be enclosed

**SIGNATURE OF THE STUDENT WITH DATE**

**Endorsement by the HOD**

The entries are verified and found Correct His /Her conduct and character are Fair / Good / (if any)

**Faculty Advisor**

**Head of the Department**

TC No.

**For Office use only**

Date :

JA/ASST.

SUPDT.

A.R.

DEAN/UVOCCT