



MAEER's

**MIT SAINT DNYANESHWAR B.ED. COLLEGE**  
**ALANDI (D) PUNE -412105**

To,  
**The Principal,**  
MIT Saint Dnyaneshwar  
B.Ed. College Alandi, Pune. - 412105

**Subject: - Request to issue to transfer certificate.**

Sir,

I ..... Have passed out B.Ed. exam held in  
the academic year .....

I was studying in .....in your college during the academic year.

I requested you to please issue my transfer certificate.

My relevant details are furnished bellows.

1. Date of Birth..... (In words).....
2. Place of Birth.....
3. Nationality .....
4. Domicile.....
5. Religion.....
6. Category.....
7. Caste.....
8. Sub Caste .....
9. B.Ed. PRN No .....
10. Academic Year in which admitted in MIT S.D. B.Ed. ....
11. Mobile No -

I am enclosing herewith the following documents for your records.

- a) A copy mark sheet of the last University Examination.
- b) Birth date proof photocopy of 10th /12<sup>th</sup> Board certificate or any related documents.
- c) Fee receipt of 100 Rs.

Thanking You

Yours Faithfully

Applicant Sign

**NO DUES CERTIFICATE**

1) Certified that there is nothing due from Shri / Smt.....  
(Name of the Student)

Head of Department

Administrative Division

2) Certified that there is nothing due from Shri / Smt.....  
(Name of the Student)

Head of Department

Library Division

3) Certified that there is nothing due from Shri / Smt.....  
(Name of the Student)

Head of Department

Account Division

Principal