



RAM OPEN SCHOOL

YOUR PERFECT SCHOOLING PARTNER
AN ISO 9001 : 2008 CERTIFIED INSTITUTION

APPLICATION FORM FOR TRANSFER CERTIFICATE

PARTICULARS TO BE FILLED IN BY THE STUDENT

1. Student Name (Block Letters) :
2. Father's Name (Block Letters) :
3. Name of the School :
4. Nationality :
5. Religion :
6. Caste(OC/BC/MBC/SC/ST) :
7. Community (as per Community Certificate):
8. Sex :
9. Date of Birth : : :
10. Date of admission or promotion to that Standard :
11. Standard in which the pupil was studying at the time of leaving:
12. Course of Study :
13. School Regn. No :
14. ClassArts/Science/Commerce School Roll No.....
15. Subjects offered (i)..... (ii)..... (iii)..... (iv).....
16. Name of School where studying :
17. Particulars of current examination:
Name of Exam Month/Year
Roll. No Result Marks.....
18. Reason for obtaining Transfer Certificate :
19. Transfer Certificate Fee remitted by:
 - a. School Receipt No.....Dated.....
 - b. Bank Draft No.Dated..... Issuing Bank.....
 - c. Bank Name..... Dated..... Rs.....

.....
(Signature of the Parent /Guardian)

Dated.....

Signature of Student)

Address

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FOR OFFICE USE ONLY

Certified that:

- (i) The statement made by the student is correct:
- (ii) Processing of application is done with in accordance with the instructions given overleaf.

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Signature of the Principal

(Office Seal)

Remarks by the RAM OFFICE SCHOOL Office :

Request is covered under the Rules. The certificate may be issued. Allowed & Signed
Fee Received. Entered in the Fee Register Sr. No.....

Checked by

Verified by

RULES FOR OBTAINING TRANSFER CERTIFICATE

1. A student, who has joined a School affiliated to **RAM OPEN SCHOOL** and wishes to obtain transfer certificate may obtain the same by paying the requisite fee through Demand Draft, in favour of **RAM OPEN SCHOOL** payable at Chennai.
2. If the applicant be a detained student or one who has been degraded or against whom any disciplinary action has been taken, etc. the Principal shall specifically mention this in the application.
3. The School leaving certificate shall not be given by the Principal until the transfer has been notified by the Registrar. No admission without such sanction shall be considered valid.
4. No Transfer Certificate can be issued unless the student has been registered with the Ram Open School.
5. All the particulars required below, should be legibly and accurately filled in by the candidate. The office will not be responsible for any delay in case the form is incomplete.