

**ST. PIUS X COLLEGE, RAJAPURAM**  
(Govt. Aided College Affiliated to Kannur University Accredited NAAC A Grade)  
**REQUEST FOR TRANSFER CERTIFICATE**

**From**

Date:

Name :

Roll No/ Regi. No. :

Course/ Class :

Department :

**To**

The Principal

St. Pius X College Rajapuram

**Sir/Madam,**

**Subject:** Request for Transfer Certificate

I'm a \_\_\_\_ year/semester B. A. /B. Sc. /M. A. student with Roll No./Register No. \_\_\_\_\_  
from the Department of \_\_\_\_\_. I'm making this request to  
inform you that I have decided to discontinue the course I have been pursuing here. Therefore, I  
request you to kindly issue me the Transfer Certificate (T. C.).

Thanking you

Yours faithfully

Student's Name and Signature

Countersigned by

**Class Mentor / H. O. D.**