

Senate of Serampore College (University)



REQUISITION FORM FOR STUDENT'S TRANSFER

Name : _____

Full Address: _____

Phone No. : _____ Email ID : _____

Student ID. : _____ Course & Year: _____

Name of the Present College _____

Name of the College to which transfer is sought: _____

Reason for seeking transfer: _____

Draft No. and Amount: _____

Name of the Bank, Branch and
Date of issue: _____

I solemnly declare that the particulars given above are correct to the best of my knowledge.

Date: _____

Signature of the Candidate

1. NOC issued by the current college

Official seal

Signature of the Principal

2. NOC issued by the college to which transfer is sought

Official seal

Signature of the Principal

- i. The form should be filled in legibly and signed by the student as well as the principal of the concerned colleges.
- ii. The form should be submitted in triplicate along with DD of Rs.2500 by 30th April of the academic year.
- iii. The fee should be paid by Bank Demand Draft drawn in favor of: **The Registrar, Senate of Serampore College.** Please do not write "Kolkata" along side "The Registrar, Senate of Serampore College". Kolkata must be written only in the "payable at" column of the Demand Draft form.
- iv. Supporting document for reason of transfer must be attached along with the form like medical form etc.
- v. No request for transfer will be entertained during the middle of academic year.