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**Application for Transfer Certificate (version 2020/01)**

To:  
**Director**  
MGM School of Biomedical Sciences, Navi Mumbai

Respected Sir,

I firmly request you to issue me a “**Transfer Certificate**” as early as possible. My personal details are given below:

- 1) **Name of Candidate** : .....  
(As mentioned in the final year/Last semester examination Mark Sheet OR Degree Certificate)
- 2) **Father’s Full Name** : .....
- 3) **Mother’s Full Name** : .....
- 4) **Email ID**: ..... **Mobile No**: .....
- 5) **Address**: .....
- 6) **Date of birth** : 

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- 7) **Month & Year of admission** : 

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- 8) **P.R. No.** : 

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- 9) **Month & Year of completion of Program**: 

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- 10) **Program Name**: .....

**Each of the following documents are mandatory and must be attached along with this application form otherwise application form will be rejected without any intimation.**

- (i) Final year / Semester Statement of marks (Attested Photocopy).
- (ii) Degree Certificate (Attested Photocopy).
- (iii) 12<sup>th</sup> Leaving Certificate (Attested Photocopy) for B.Sc. applicant.
- (iv) B.Sc. Leaving Certificate (Attested Photocopy) for M.Sc. applicant.
- (v) Pay Rs. 1000/- through ‘SBI Collect online payment portal’ link is <https://www.onlinesbi.com/sbicollect/icollecthome.htm> and attach e-receipt of SBI Collect payment. **Please note that other mode of payment will not be accepted.**

Thanking you,

Yours’ faithfully,

Date: ..... /...../20

Signature of student

Approved By .....  
(Director)

Date: ..... / ..... /20