

SoP for Transfer Certificate

1. You need to submit an application in writing to the Administration Department requesting for transfer certificate from the institute through which you are planning to pursue your higher education along with all the MMS marksheets (all 4 marksheets).
2. Once the application is received, the documents are verified by the Administration Department.
3. Once the verification is done by the Institute (may take 5-7 working days) you will receive a call to collect your transfer certificate.