

# Application for issue of a Duplicate Transference Certificate

Date:-

To,  
**The Principal,**  
Vidya Pratishthan's  
School of Architecture, Vidyanagari,  
Baramati, Dist. Pune- 413 133.

**Subject:- Issue of duplicate Transference Certificate.**

Respected Sir,

Kindly issue duplicate Transference certificate as per details given below:

Name of the candidate: \_\_\_\_\_

Contact No: Land line: \_\_\_\_\_ Mobile: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Address to which the duplicate Transference certificate is to be sent (If required by Post):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Registration No: \_\_\_\_\_

*Details of the Last Examination:*

Year: \_\_\_\_\_ Examination Month and Year: \_\_\_\_\_

University PRN: \_\_\_\_\_

**Signature of candidate**

**Encl:** i) Demand Draft  
ii) Affidavit in the prescribed format

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## For Office Use

Application Received on:        /        /20

Fees Paid: Rs.                      Receipt No.:

Date:

Transference Certificate Send on:        /        /20

*Student Section Signature*

Remarks: \_\_\_\_\_

\_\_\_\_\_

**PRINCIPAL**

**Format of Affidavit to be submitted by the applicant on a non-judicial stamp paper of Rs. 100/- duly sworn before First Class Magistrate / Oath Commissioner / Notary Public**

**AFFIDAVIT**

I \_\_\_\_\_ aged \_\_\_\_\_ years, S/o, D/o \_\_\_\_\_ with permanent residence at \_\_\_\_\_ underwent \_\_\_\_\_ course / programme from \_\_\_\_\_ to \_\_\_\_\_ at Vidya Pratishthan's School of Architecture, Vidyanagari, Baramati, Dist. Pune with Registration Number \_\_\_\_\_. I do hereby solemnly affirm and sincerely state as follows:

I joined the Course / Programme \_\_\_\_\_ in the year \_\_\_\_\_ and completed the same in the year \_\_\_\_\_. On completion of the course / programme, I received all the documents and statements pertaining to my study in the college. No documents/statement remains to be issued to me from the college. After receipt of the documents, I found that I have inadvertently misplaced my Transference Certificate issued by the college. Despite a diligent search undertaken by me to recover the Transference Certificate, I found it is impossible to retrieve the same. I presume that the Transference Certificate has been lost beyond retrieval.

I submit that the Transference Certificate mentioned supra lost by me is a very essential document concerning the course / programme that I have completed and is very much essential for all my future ventures. I hence request the authorities of the college to provide me a duplicate Transference Certificate lost/misplaced by me. I state that I have not in any way misused or improperly handled the Transference Certificate that has been lost by me. I state that I will handover the original Transference Certificate in the event of retrieval of the lost original Transference Certificate at a later date. I assure that none of the companies / industries / institutions where I have worked or have been working is in possession of any of my original Transference Certificate.

I submit that all matters stated above are true and correct. I will indemnify you and your authority if any disputes arise in the above matter and I will be held responsible for the same. I shall be punishable under I.P.C. rules 199, 200 & 193(2) of the act.

**DEPONENT**

**PLACE:**

**DATE:**

**Solemnly affirmed and signed before me at**

**..... (Place) on this the .....(dated)**

**(Seal & Sign of First Class Magistrate / Oath Commissioner / Notary Public)**