

Procedure for Transference Certificate (TC) Demand

All students (who have passed B. Arch Exam and who have cancelled their admission) are hereby informed that if they require the Transference Certificate from the college for further education, they should follow the procedure given below. *(Please refer the institute website: www.vpsoa.org)*

1. The students who have passed B. Arch examination should collect the following forms from the Library of the college: Application for Transference Certificate and No Dues Certificate form.
2. If the student wishes to cancel his/her admission from college, he/she should submit written application duly signed with remark by Guardian, Accountant and Principal. Then collect Application for Transference Certificate and No Dues Certificate form etc. from Library.
3. Fill all the relevant forms duly signed by the concerned authority.
4. Submit following documents with the completed No Dues Certificate form to the Account Section:
 - First Year admission fee original receipt, if the receipt is not available then submit Affidavit.
 - Copy of Bank Passbook.
5. Submit the Transference Certificate request form duly signed, along with the mark sheet of last attempted exam to the office.
6. Transference Certificate will be ready in three days after the submission of the application.
7. If you want a duplicate Transference Certificate, you should take action as per the following:
 - Application of duplicate TC and Affidavit format is available on institute web portal.
 - Copy of FIR from Police Station.
 - Copy of Last Exam Mark Sheet.
 - Duplicate TC Fee Rs. 400/- will to be paid online.
8. If the student is unable to come personally to collect Transference Certificate and expects to hand over it to his/her family member, then he/she should send the email at principal.vpsoa@vidyapratishthan.com and mention the name, address and mobile number of the person to whom the Transference Certificate is to be handed over in the email and also ask the same person to submit his/her identity proof photocopy like Aadhar Card, Pan Card etc.
9. Call before you arrive at Institute to collect Transference Certificate along with the Identity Card. (Contact No. 02112-239545)