

Procedure for Duplicate Transfer Certificate

Visit College Website (www.hvdesaicollege.edu.in) → Students Corner → TC Application)

OR

Scan this QR Code:



Download T.C. Application Form, Print and Fill all details carefully



Obtain **Self-Declaration Form** from College Office & Fill it carefully



Attach necessary supporting documents as follows:



A. Common Documents (For All Applicants)	B. Additional Documents – Case Wise	
<input type="checkbox"/> Application for T.C. <input type="checkbox"/> Copy of earlier Transfer Certificate (if available) <input type="checkbox"/> Copy of latest mark sheet <input type="checkbox"/> Copy of fees paid (₹150/-) Receipt	1. For Migration Purpose / Submitted T.C. <input type="checkbox"/> Letter from concerned college/institute stating that the original T.C. has been submitted OR <input type="checkbox"/> Copy of fees paid receipt / admission proof of the institute where admission is taken	2. For Loss of Earlier T.C. <input type="checkbox"/> Original copy of F.I.R.



Obtain Online Payment Link from College Office



Pay **Rs. 150/-** (Online mode only)



Take printout of payment receipt



Attach receipt with application & Self-Declaration Form



Submit complete set of documents at College Office

Important Instructions

- Fees are accepted **only through online mode**
- Incomplete applications will **not be processed**
- Students must verify documents before submission