

UNIVERSITY OF MADRAS
INSTITUTE OF DISTANCE EDUCATION

REQUEST FOR ISSUE OF DUPLICATE TRANSFER CERTIFICATE
DECLARATION BY STUDENT

I hereby declare that, I have not earlier received/ I have lost/misplaced the Transfer Certificate of my _____ Course with Enrolment No._____. I have completed the First / Second / Third year of study in the Institute of Distance Education. I request that **Duplicate Transfer Certificate** be issued to me.

I also declare that in case I get back the Transfer Certificate, which is purported to have been lost / misplaced. I will not use the same and will return the same to the Institute. I understand that I am liable to legal consequences if I violate these declarations.

Enrolment No._____

Signature of the Student

Address : _____

PIN Code: _____

DECLARATION

The candidate is known to me for the past _____ years
in the capacity _____

His / Her request for obtaining **Duplicate Transfer Certificate** can be considered, and
his/ her request appears to be genuine.

Date with Office Seal :

Signature of the Officer
[Gazetted Officer/ Professor of College /
Head Master / Head Mistress / Lawyer]