

VEERMATA JIJABAI TECHNOLOGICAL INSTITUTE

Matunga, Mumbai 400 019
(Autonomous Institute affiliated to University of Mumbai)

APPLICATION FORM FOR TRANSFER CERTIFICATE

Date:

To,
The Director

I, _____, am/was a bonafide student of VJTI.
Admitted in the institute in academic year _____ in _____
department for _____ programme. I have completed /
cancelled admission from VJTI in year _____. I need my Transfer
Certificate for the purpose of _____

Kindly, issue the Transfer Certificate.

Your's Truly,

- Encl: 1) Xerox copies of all semester grade sheets.
2) Xerox copies of earlier Institute Transfer / Leaving Certificate.
3) Xerox copy of payment receipt.

Student must have to fill his / her details below:

Admission Year :	Registration No.:
Dept. & Program:	Semester:
E Mail ID:	Mobile No.
Parents Contact No.:	E Mail ID:

Procedure to apply for Transfer Certificate

- Collect application form from Academic Section.
- Student should pay Rs. 200/- by cash to the VJTI Account Section or Student should pay fees by Demand Draft in favour of “Director, VJTI Mumbai” payable at Mumbai.
- Fees schedule is available on VJTI website that is www.vjti.ac.in → Exam Section → Revised Rates for Academic related matters effective from 1st April 2014.
- Submit your application and all documents in Academic Section.
- Certificate will issue within three working days.

Note : Fee for Transfer Certificate is applicable only for Pass out students before 2014.