REQUISITION FORM FOR
STUDENT’S TRANSFER
(Only for BD and BMISS Candidate)

Name: 

Full Address: 

Phone No.: Email ID: 

Student ID.: Course & Year: BD / BMISS I/II/III 

Name of the Present College 

Name of the Bank, Branch and Date of issue: 

Reason for seeking transfer: 

Draft No. and Amount: 

I solemnly declare that the particulars given above are correct to the best of my knowledge.

Date: 

Signature of the Candidate 

1. NOC issued by the current college 

   Official seal 

   Signature of the Principal 

2. NOC issued by the college to which transfer is sought 

   Official seal 

   Signature of the Principal 

i. The form should be filled in legibly and signed by the student as well as the principal of the concerned colleges.

ii. The form should be submitted in triplicate along with DD of ₹2000.00 by 30th April of the academic year.

iii. The fee should be paid by Bank Demand Draft drawn in favor of: The Registrar, Senate of Serampore College. Please do not write “Kolkata” along side “The Registrar, Senate of Serampore College”. Kolkata must be written only in the “payable at” column of the Demand Draft form.

iv. Supporting document for reason of transfer must be attached along with the form like medical form etc.

v. No request for transfer will be entertained during the middle of academic year.