



St. Francis

College for Women

Begumpet, Hyderabad-500016
(Autonomous & Affiliated to Osmania University)

APPLICATION FORM FOR OBTAINING CERTIFICATES

(to be filled in block letters and signed by the concerned candidate only)

S.No:

Date:

- Name (as per certificates) : _____
- Roll number : _____
- Program & section : _____
- Father's name : _____
- Mother's name : _____
- Date of birth : _____
- Second language : _____
- Contact No & Email Address: _____
- Applying for : Duplicate Certificate (Grade Reports)
 Transfer Certificate
 Migration Certificate
 Bonafide/Conduct Certificate
 College Letter Head (Lor & Others)

- Reason : _____

_____.

Signature of the Candidate

NOTE :

- Migration Certificates is only applicable for discontinuing candidates.
- Candidate discontinuing her study and applying for TC should fill the NO DUE form.
- Attach photocopy of previous semester memos, College ID and Parents ID proof with the form.
- Applicable processing fee can be confirmed at the counter.
- Affidavit in case of requesting duplicate certificate.



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Acknowledgement Slip

For Office use at Counter

Received By:

Print Date:

Received Date :

Signature of the Section In-charge

To be filled by the candidate

Ireceived the following original
Certificate(s).....

.....

Date :

Signature of the Candidate