



# MAHARASHTRA NATIONAL LAW UNIVERSITY AURANGABAD

University established by State Legislature of Maharashtra by Act No. 6 of Year 2014

Address: "Maharashtra National Law University Aurangabad, Gat No. 19, Nath Valley Road, Near Sambhaji Sainik School,  
Kanchanwadi, Aurangabad-431005

Website: [www.mnlua.ac.in](http://www.mnlua.ac.in) Email: [registrar@mnlua.ac.in](mailto:registrar@mnlua.ac.in)

## **APPLICATION FOR OBTAINING DUPLICATE TRANSFER CERTIFICATE**

Date:-

To,  
**The Deputy Registrar**  
Head Certificate Section  
Maharashtra National Law University,  
Aurangabad.

**Subject :- Application for Duplicate Transfer Certificate-Reg.**

Respected Sir,

I was a regular student of Maharashtra National Law University, Aurangabad during the years from ..... To..... I have lost my original Transfer Certificate therefore, request you to issue me Duplicate Transfer Certificate. I enclose herewith a copy of FIR from Police Station, Affidavit on the stamp paper of Rs. 100/- and receipt of Rs. 100/- from the Accounts section for Duplicate TC, Receipt No..... dated. ....(Copy enclosed).

**My particulars are as under:-**

Full Name :- (Ms/Mr.) .....  
Fathers Name :-..... Mothers Name :-.....  
Program :- B.A.LL.B/B.B.A.LL.B/ LL.M, Branch :- .....  
Roll No. .... Date of Birth :-.....  
Email Id :- ..... Mobile No: - .....

I have also enclosed herewith the photocopy of mark list, transfer certificate issued earlier, FIR, Original Affidavit & prescribed fees receipt. I request you to kindly issues me Duplicate Transfer Certificates.

Thanking You,

Yours faithfully  
(Signature of Candidate)

.....  
**(FOR OFFICE USE ONLY)**

Duplicate Transfer certificate no. .... Date..... issued to above candidate.

Date:- .....

Signature of Assistant