

# **ARMY PUBLIC SCHOOL, MEERUT CANTT**

## **GUIDELINES FOR OBTAINING TRANSFER CERTIFICATE**

**Step 1.** Parents are requested to download Clearance Form and Security Refund Form from the school website [www.apsm Meerut.com](http://www.apsm Meerut.com), ten days prior from the day of receiving TC. Parents can also collect Clearance Form and Security Refund Form from the office in Primary Wing/Senior Wing.

**Step 2.** Complete the Clearance Form and Security Refund Form and deposit in the Main Office (Senior Wing).

**Step 3.** Transfer Certificate (TC) will NOT be issued before 21 MAR 2018 for classes I to IX.

**Step 4.** TC will be issued after showing PROGRESS REPORT/RESULT of the student

**Note 1.** Parents are required to confirm the details mention in the Clearance Form are correct and in Security Refund Form the name of the person for whom RTGS needs to be sent is correct.

2. Parents who can not collect TC and need to leave immediately can submit duly completed form with a self addressed registered envelop for dispatch of Transfer Certificate.

**PRINCIPAL**

