

## **PROCEDURE FOR COLLECTING TRANSFER CERTIFICATE (TC)**

### **1. Email Request**

After successfully completing the course without any arrears, the student must send an email to:

[info@keralaacademyofpharmacy.com](mailto:info@keralaacademyofpharmacy.com)

The email should include a formal request for the release of the Transfer Certificate (TC).

All fee payment receipts must be attached to the email.

### **2. Appointment Scheduling**

Once the request is received, the accounts team will verify the fee payment records.

If everything is in order, the student will receive an appointment date via email for collecting the TC.

### **3. Parent Accompaniment Requirement**

Parents must accompany the student when collecting the Transfer Certificate.

### **4. Document Collection**

The student must bring a printout of the appointment email on the day of collection.

TC will be issued only on the scheduled date and in the presence of both the student and the parent.

Note:

Students with pending arrears or those who fail to provide fee receipts will not be eligible to collect the Transfer Certificate.