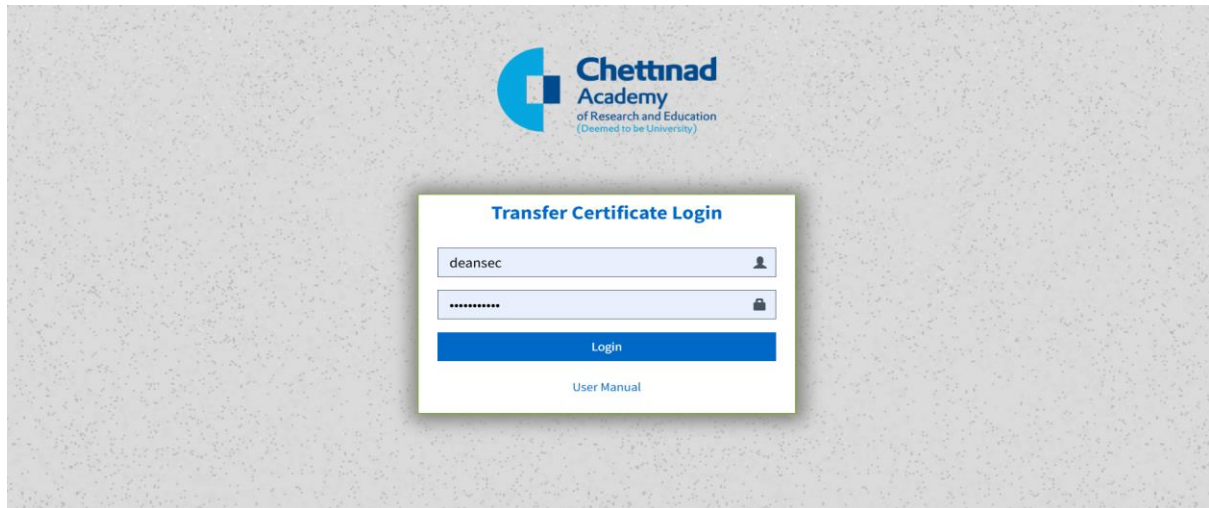


# Transfer Certificate (TC) Application - User Guide

<https://transfercertificate.care.edu.in>

## Login Screen

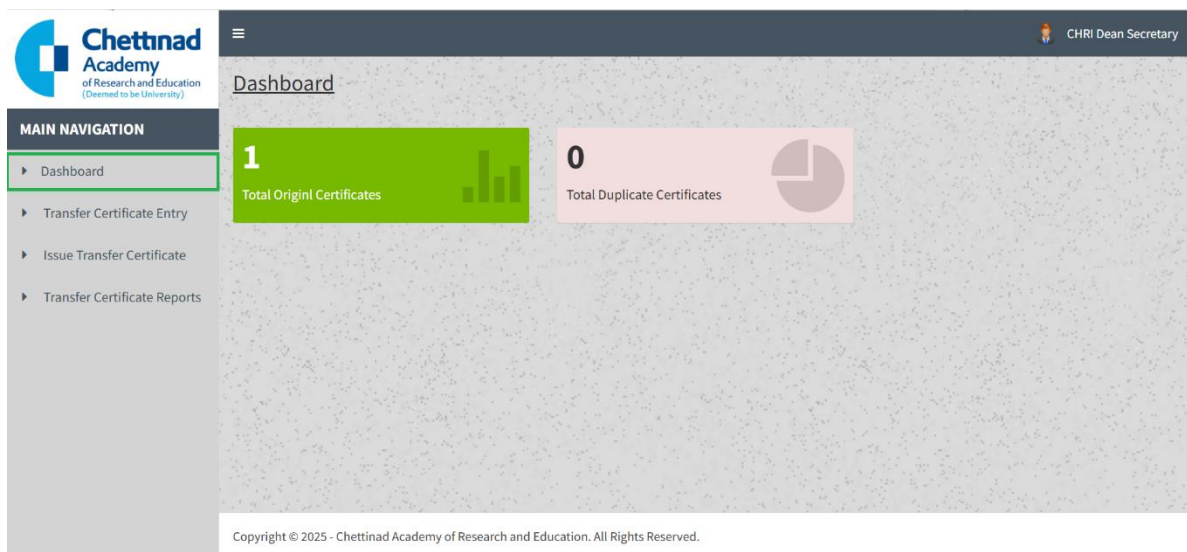
This is the login screen where you need to enter your **Username** and **Password** to login.



The login screen features the Chettinad Academy logo at the top center. Below it is a white box titled "Transfer Certificate Login". Inside this box, there are two input fields: the first for the username, which contains "deansec", and the second for the password, which contains a masked string of asterisks. Below the password field is a blue "Login" button. At the bottom of the box is a link for "User Manual".

## Dashboard Screen

After logging in, you will be directed to the application dashboard, which displays the total number of generated original and duplicate certificates.



## Transfer Certificate Entry Screen

On the left side of the screen, there is a menu.

The “Transfer Certificate Entry” menu is highlighted in the attached image.

Clicking the menu opens a page containing a Roll Number box. Enter the roll number and click the search button. This will enable the student information form. Fill in all the form details correctly.

At the bottom of the page, click the 'Save and Confirm' button to save the entered student information.

The screenshot shows the 'Transfer Certificate Entry' screen of the Chettinad Academy of Research and Education system. The interface includes a sidebar menu on the left with options: Dashboard, Transfer Certificate Entry (highlighted), Issue Transfer Certificate, and Transfer Certificate Reports. The main content area is titled 'Transfer Certificate Entry' and features a 'Register Number' input field with the value '36210501' and a 'Search' button. Below this is a 'Student Details ( New )' form with 15 numbered fields: 1. Name of the Student (in BLOCK LETTERS), 2. Gender (radio buttons for Male and Female), 3. Registration Number, 4. Date of Birth (As per School Records), 5. Name of the Parent/Guardian, 6. Nationality, 7. Religion, 8. Community: Whether he/she belongs to OC/BC/MBC/SC/ST (As per Record) (dropdown menu), 9. Date of admission to the Course, 10. Date of leaving the Course, 11. Course of study (dropdown menu), 12. Status of student at the time of leaving, 13. Batch (dropdown menu), 14. Whether the student has paid all the fees to the institution (radio buttons for Paid and Not Paid), and 15. Date of Issue of transfer certificate. A green 'Save & Confirm' button is located at the bottom right of the form. The footer contains the copyright notice: 'Copyright © 2025 - Chettinad Academy of Research and Education. All Rights Reserved.'

**Chettinad Academy**  
of Research and Education  
(Deemed to be University)

CHRI Dean Secretary

### Transfer Certificate Entry

Register Number \*

36210501

Search

### Student Details ( New )

1. Name of the Student (in BLOCK LETTERS)
2. Gender  
☐ Male ☐ Female
3. Registration Number
4. Date of Birth (As per School Records)
5. Name of the Parent/Guardian
6. Nationality
7. Religion
8. Community: Whether he/she belongs to  
OC/BC/MBC/SC/ST (As per Record)  
--- Select ---
9. Date of admission to the Course
10. Date of leaving the Course
11. Course of study  
--- Select ---
12. Status of student at the time of leaving
13. Batch  
--- Select ---
14. Whether the student has paid all the fees to the  
institution  
☐ Paid ☐ Not Paid
15. Date of Issue of transfer certificate

Save & Confirm

Copyright © 2025 - Chettinad Academy of Research and Education. All Rights Reserved.

## Issue Transfer Certificate Screen

On the left side of the screen, there is a menu.

The “Issue Transfer Certificate” menu is highlighted in the attached image.

Clicking the menu opens a page containing a Roll Number box. Enter the roll number and click the search button. This will enable three buttons: Preview, Original, and Duplicate.

The screenshot shows the 'Issue Transfer Certificate' page of the Chettinad Academy of Research and Education. The page has a dark blue header with the academy's logo on the left and the user's name 'CHRI Dean Secretary' on the right. A left sidebar contains a 'MAIN NAVIGATION' menu with four items: 'Dashboard', 'Transfer Certificate Entry', 'Issue Transfer Certificate' (highlighted with a green border), and 'Transfer Certificate Reports'. The main content area is titled 'Issue Transfer Certificate' and contains two sections. The first section has a label 'Register Number \*' above a text input field containing '36210503' and a blue 'Search' button. The second section displays the results: 'Register Number: 36210503', 'Student Name: Dr. Mandava Manogna', and 'Course: M.S. (Ophthalmology)'. Below this information are three buttons: 'Preview' (blue), 'Original' (green), and 'Duplicate' (red). At the bottom of the page, a copyright notice reads: 'Copyright © 2025 - Chettinad Academy of Research and Education. All Rights Reserved.'

**Chettinad Academy**  
of Research and Education  
(Deemed to be University)

CHRI Dean Secretary

**Issue Transfer Certificate**

**Register Number \***

36210503

Search


**Register Number:** 36210503  
**Student Name:** Dr. Mandava Manogna  
**Course:** M.S. (Ophthalmology)

Preview Original Duplicate

Copyright © 2025 - Chettinad Academy of Research and Education. All Rights Reserved.



## Certificate Preview Screen

When you click the **Preview** button, it opens the student's information. Review the details to ensure they are correct.


**Chettinad Academy**  
of Research and Education  
(Deemed to be University)

**MAIN NAVIGATION**

- Dashboard
- Transfer Certificate Entry
- Issue Transfer Certificate
- Transfer Certificate Reports

CHRI Dean Secretary

Transfer Certificate Preview



Hospital & Research Institute  
**Chettinad Academy**  
of Research and Education  
(Deemed to be University)

RAJIV GANDHI SALAI, KELAMBAKKAM, CHENGALPATTU DISTRICT, TAMIL NADU - 603 103, INDIA

**TRANSFER CERTIFICATE**

T.C. No.: CHRI4301

Date : 27-03-2025

1. Name of the Student	: Dr. Mandava Manogna
2. Gender	: Female
3. Registration Number	: 36210503
4. Date of Birth (As per School Records)	: 10-10-1996
5. Name of the Parent/Guardian	: Narendra Babu M
6. Nationality & Religion	: Indian & Hindu
7. Community: Whether he/she belongs to OC/BC/MBC/SC/ST (As per Record)	: OC
8. Date of admission to the Course	: 24-02-2022
9. Date of leaving the Course	: 23-02-2025
10. Course of study & Status of student at the time of leaving	: M.S. (Ophthalmology) & Passed and Completed the Course
11. Whether the student has paid all the fees to the institution	: Paid
12. Date of Issue of transfer certificate	: 27-03-2025

DEAN

Copyright © 2025 - Chettinad Academy of Research and Education. All Rights Reserved.

## Original Certificate Download Screen

After reviewing the preview, if all the information is correct, click the **Original** button to print or download the certificate.

The screenshot displays a web interface for downloading a transfer certificate. The top bar shows the title 'TRANSFER CERTIFICATE CHRI4301', page information '1 / 1', a zoom level of '53%', and icons for download, print, and a menu. The main content area features the Chettnad Academy logo and address: 'RAJIV GANDHI SALAI, KELAMBAKKAN, CHENGALPATTU DISTRICT, TAMIL NADU - 605 103, INDIA'. Below this is the 'TRANSFER CERTIFICATE' title and the form details.

T.C. No : CHRI4301 Date : 29-03-2025

1. Name of the Student	: Dr. Mandava Manogna
2. Gender	: Female
3. Registration Number	: 36210503
4. Date of Birth (As per School Records)	: 10-10-1996
5. Name of the Parent/Guardian	: Narendra Babu M
6. Nationality & Religion	: Indian & Hindu
7. Community: Whether he/she belongs to O.C./B.C./M.C./S.C./ST (As per Record)	: OC
8. Date of admission to the Course	: 24-02-2022
9. Date of leaving the Course	: 23-02-2025
10. Course of study & Status of student at the time of leaving	: M.S. (Ophthalmology) & Passed and Completed the Course
11. Whether the student has paid all the fees to the Institution	: Paid
12. Date of issue of transfer certificate	: 27-03-2025

DEAN

If you need to issue a duplicate certificate to the student, click the **Duplicate** button to print or download the certificate.

## Transfer Certificate Reports Screen

On the left side of the screen, there is a menu.

The 'Transfer Certificate Reports' menu is highlighted in the attached image.

Clicking the menu opens a page displaying a list of generated certificates.

**Chettinad Academy**  
of Research and Education  
(Deemed to be University)

**MAIN NAVIGATION**

- Dashboard
- Transfer Certificate Entry
- Issue Transfer Certificate
- Transfer Certificate Reports**

**Transfer Certificate Reports**

CHRI Dean Secretary

Show 50 entries Search:

S.No	TC No	Reg No	Name	Batch	DOB	Course
1	CHRI4301	36210503	Dr. Mandava Manogna	2021-2022	10-10-1996	M.S. (Ophthalmology)

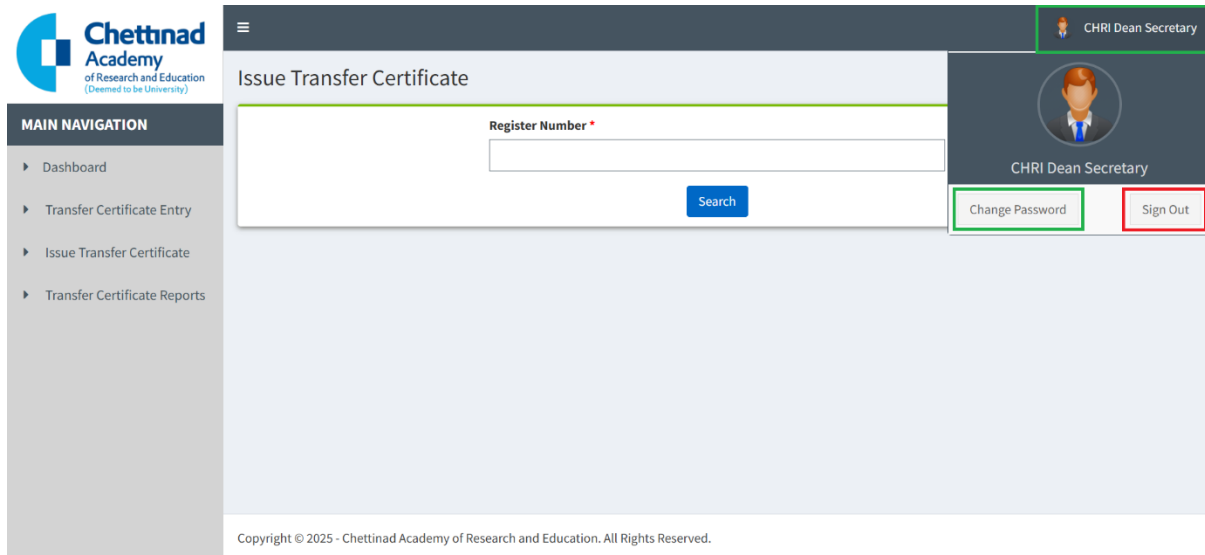
Showing 1 to 1 of 1 entries Previous 1 Next

Copyright © 2025 - Chettinad Academy of Research and Education. All Rights Reserved.

## Change Password Screen

If you want to change your login password, click the user icon on the top right bar. This will display the Change Password button.

Clicking the button opens the Change Password screen, where you can enter a new password to change it.



Chettinad Academy of Research and Education (Deemed to be University)

MAIN NAVIGATION

- Dashboard
- Transfer Certificate Entry
- Issue Transfer Certificate
- Transfer Certificate Reports

Issue Transfer Certificate

Register Number \*

Search

CHRI Dean Secretary

Change Password

Sign Out

Copyright © 2025 - Chettinad Academy of Research and Education. All Rights Reserved.

## Finally,

If you want to close or log out, click the user icon on the top right bar. This will display the Sign Out button. Click it to log out of the application.