

APPLICATION FOR LEAVING CERTIFICATE

To,
The Principal,
MSG-SGKM College of ASC,
Ghatkopar (E), Mumbai - 400 077

Date: _____

Respected Sir/Madam,

I wish to apply for Leaving Certificate. My particulars are as below:

NAME: _____

Academic year in which joined the College: _____ Class: _____ Div: _____ Roll No. _____

Presently studying (if applicable) in Class: _____ Div: _____ Sem: _____ Roll No. _____

Last Examination attended: _____ Month: _____ Year: _____

Result: Passed / A.T.K.T. / Failed / Not Appeared

Reason for Leaving: _____

Fees paid/ dues: _____ Fees Admin Sign _____

Librarian Remarks: _____

- Note: (1) No leaving certificate is given until all sum dues to college is paid and library books returned
(2) Students who require the leaving certificate should produce the Identity Card last fee receipt and Xerox copy of the Exam appeared in this college.
(3) Leaving Certificate will be issued after 10 days on completion of all the formalities subject to the exigency of the office work. Duplicate Certificate will be issued on production of affidavit.
(4) Rs.50/- for Original Leaving Certificate.

Date:

Applicant's Signature

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FOR OFFICE USE ONLY

G.R. NO. _____ L.C. No.: _____ Leaving Fee Receipt No _____

Remarks : _____

SIGNATURE of Admin Executive

PRINCIPAL