

APPLICATION FORMAT

FOR ISSUE OF _____ CERTIFICATE
(Other than TC/CLC/ MIGRATION/PASS & DEGREE Certificate)

- 1. Name of the student (in full block letters):
2. Registration No. Semester: Branch:
3. Father's Name with address & Phone No.
4. Purpose for which the certificate is required:
5. Whether Boarder or Day Scholar:
6. Whether paid recent semester dues: Amount: M.R.No. Date:
7. Date of First Admission to the Institution:
a) Lateral Entry/ Direct Entry in 1st Semester :
b) Regular/Self Financing :

8. Name of the scholarship receiving (if any):
Date..... Full Signature of the Applicant

Enclosures: The following documents must accompany the application failing which the certificate shall not be issued.
a) Original Money Receipt of Rs.30/- deposited in Accounts Section
b) Xerox copy of University Registration Card & Hostel Clearance in case of boarder
c) Xerox copy of receipts of Recent Semester Fees paid by the student

NO DUES CLEARANCE FROM THE ACCOUNTS SECTION

Certified that the applicant has paid all dues and there is no dues outstanding against him/her till date

Date..... Collection Assistant Section Officer (Accounts)

NO DUES CLEARANCE FROM THE HOSTEL (APPLICABLE FOR BOARDERS ONLY)

Certified that the applicant is a boarder and residing in the _____ Hostel. He/she has cleared all dues and there is nothing outstanding against him/her.

Date..... Hostel Assistant Warden (with Seal)

FOR OFFICE USE

Certified that the documents enclosed herewith by the applicant are verified and found correct. He/she is a Day Scholar/Boarder of the University Hostel. He/she may be issued the above certificate.

Dealing Assistant

Section Officer

Approved & Signed

Dean, Academic Affairs