

APPLICATION FOR THE LEAVING CERTIFICATE

Date :

The Principal,
K. J. Somaiya Polytechnic,
Vidyanagar, Vidyavihar,
Mumbai – 400 077.

Dear Madam,

As I have passed / left Civil / Mech. / Ind. Etx. / Elect./ Comp. Full Time / Part Time Diploma course. I request you to issue Leaving Certificate / refund the amount paid by me as deposit. When I joined the course my Enrolment No. was _____ in the Civil / Mech. / Ind. Etx. / Elect./ Comp. Engineering. I have left the Institute from (date) ___/___/20__.

Full Name : _____

Address for communication : _____

Mobile No. : _____ E-mail : _____

No Dues :

Sr. No.	Departments	Signature
1.	Librarian	
2.	Accountant Aided / Unaided	

(Signature of Applicant)

Note :

1. No. amount is due from me to the Institute by way of Fees, damages, loss of books, etc.
2. I am returning Original fees receipt for Refund of Deposit.