

**APPLICATION SEEKING PERMISSION TO APPEAR FOR THE ADDITIONAL EXAMINATION ON
ACCOUNT OF ABSENCE AT FU/FT/SU/FINAL EXAMINATION CONDUCTED IN FIRST / SECOND
HALF OF 20__ OF _____ FYJC**

To,
The Principal,
Lords Universal Jr. College.
Goregaon (West), Mumbai 400 064

Subject: Permission for appearing for the **ADDITIONAL EXAMINATION** of FU/FT/SU/FINAL Examination conducted in First / Second Half of 20 __ of _____ FYJC.

(strike off whichever is not applicable)

Sir,

I, Mr./Ms. _____ student of _____ class bearing Roll No. _____ and Seat No. _____ was absent for the **FU/FT/SU/FINAL** conducted as part of the FYJC as per details given below:

Date	Subject	Date	Subject
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The reason of my absence at the examination is:

- a. Medical Ground: _____

- b. Any other (Please specify): _____

Attached along with is/are the following document/s: **(Strike off whichever is not applicable)**

- a. For absence on medical ground (if absence is of max 3 days): Pathology Report, if available. Medical Certificate for absence and fitness, Doctor's prescription, bill/s for purchase of medicine.
- b. For absence on medical ground (if absence exceeds 3 days): Pathology Report/ Any other report supporting the reason for absence i.e. admit & discharge card/X-ray report etc. Medical Certificate for absence and fitness, Doctor's prescription, bill/s for purchase of medicine.
- c. For absence because of travel for some personnel/religious purpose: Original copy of the Tickets of travel based on the mode of travel Train Ticket/Bus Ticket/ Boarding Pass.
- d. For any other reason (related documents):

- _____
- _____
- _____

I am aware that the submission of this letter with/without the documents does not imply or establish my right to appear for the additional examination and that the college authorities have every right to reject the application if the reason/s for absence is not found suitable/valid. It will be my responsibility to see the notice boards and verify if my request for appearance for additional examination is approved or not.

I further state that the information provided above is true and factual and that the college authorities can take disciplinary action me for providing incorrect/misleading information.

Yours truly,

Name & Signature of the Student

I state that the information provided above is true and factual.

Name & Signature of the Parent/Guardian