

Vidya Vikas Education Trust's
LORDS UNIVERSAL JUNIOR COLLEGE OF COMMERCE & SCIENCE, MUMBAI 400 064
AUTHORITY LETTER FOR COLLECTING EXAMINATION MARKSHEET

(to be completed by the candidate and submitted to the office personally for verification before going out of station)

Date: _____

To,
The Principal,
Lords Universal Junior College of Commerce & Science,
Mumbai 400 064

Sir,
I the undersigned, Mr./Ms. _____ student of _____ Class bearing Roll No. _____ Seat No. _____ have passed the _____ Examinations held in _____ 20____. I am unable to take my admission personally because _____
_____. I seek your permission to authorize my _____ Mr./Ms. _____ the bearer of this letter to collect my original marksheet, of the FYJC. Examination conducted by the College 20____, on my behalf.

I state that I will not hold the college responsible if the mark sheet is spoiled/damaged/lost after being collected by the bearer of this letter.

My I-card/Hall ticket is given to the bearer for presentation while collecting my mark sheet.

Full Name of the person authorized: _____

Address of the authorized person: _____

Signature of the authorized person: _____

Identification proof of the authorized person submitted to the college: _____

Name & Signature of the Student

Signature of the official who verified the signature of the student

Received original copy of the mark sheet of the above-mentioned student

Date: _____

Signature
(to be signed at the time of collecting mark sheet)