

**Vidya Vikas Education Trust's**  
**LORDS UNIVERSAL JUNIOR COLLEGE OF COMMERCE & SCIENCE,**  
**GOREGAON (W) MUMBAI 400104**  
**APPLICATION FOR LEAVING CERTIFICATE**

Date: - \_\_\_\_\_

To,  
 The Principal  
 Lords Universal Junior College of Commerce & Science,  
 Goregaon (West), Mumbai: 400 104.

**Sub: Issue of Leaving Certificate**

Respected Sir/Madam,

I \_\_\_\_\_  
 (Full Name)

studied in \_\_\_\_\_ Course in \_\_\_\_\_ Class \_\_\_\_\_ div. Roll No. \_\_\_\_\_ for the  
 year 20\_\_ - 20\_\_.

I would like to apply for Leaving Certificate.

Signature of the Student

\*Leaving Certificate will be issued minimum after 7 working days from the date of completion of the formalities.

Documents Required:

1. Photocopy of FYJC/HSC Marksheet
2. Copy of College fees receipt.

For Office Use	Fees Clearance	Eligibility Status	Enrolment Status	Admission taken in current Year	Library Dues	Whether HSC Mark Sheet/Other Documents collected from college	Principal's Consent	Document Prepared by
Remark								
Date & Signature								
<b>Clearance from Office</b>						<b>Clearance from Library</b>		