

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

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

Date : _____

Sub. : Issue of Duplicate Leaving Certificate.

Dear Sir / Madam,

I, Miss/Mr. _____, student of your college misplaced my leaving certificate of Year _____ Examination of _____ Class / Program. Please issue me a duplicate Leaving Certificate. Attached herewith all required documents.

The required charges Rs. 500 is paid herewith.

Yours faithfully,

(Name of the Student with signature)

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

Documents required:

- 1) Original copy of Affidavit (on stamp paper of Rs.100).
- 2) Original copy of F.I.R with policy NOC.
- 3) Photocopy of FYJC/HSC Marksheet / College ID Card
- 4) Photocopy of lost leaving certificate (if available).

For Office Use	Cash Receipt No.	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									
Clearance from Office						Clearance from Library			