

Date :-

To,

**The Principal,
S.N.D.T. Arts and Commerce College for Women,
(Senior College) Karve Road,
Pune-411038.**

Subject: - Request To get a Leaving Certificate.....

I..... Father's
name Date of Birth

Place of Birth caste.....apply to get a Leaving Certificate.

Faculty: 1) B.A.- I, II, III 2) B.Com.- I, II, III
2) B.V.A. – I, II, III, IV 4) B.C.A. – I, II, III 5) BAF I,II,III

Year in which admission was taken in the college for the first time:
Certificate: Regular student / Repeater/ External:

List of Enclosures (wherever necessary) :

- 1) A copy of the Mark list of All Year , All Semester
- 2) A copy of Identity card
- 3) Affidavit (for Duplicate Certificate)
- 4) Admission Fee Receipt of All Year (First,Second,Third)
- 5) A copy of Caste Certificate If applicable

(Student's Signature & Mobile No.)

Principal

Note: - After the submission of the application, please enquire after 5 working days. A certificate will be handed over to the applicant only.