

To
The principal
United college of engineering & research, Allahabad



Subject: - Request to issue college leaving certificate

Sir,

I had take admission to four year bachelor of engineering Degree course in _____ branch in this college in the year 20 - 20 _____. I have successfully completed the said degree course in year _____ with _____ Division.

I, therefore, request you to kindly issue me the college leaving certificate. My educational information is as given below:

Roll No.					ID.NO.					
Enrollment. No.					Gender	<input type="radio"/> MALE <input checked="" type="radio"/> FEMALE				
Name :										
Father's Name:										
Unique Id (Aadhar No.)										
Date of Birth:	_____/_____/_____	_____/_____			_____/_____					
Contact No.	_____/_____				Email-ID.	_____@_____				

DECLARATION BY THE STUDENT

I, Ms./Mr. _____ hereby declare that to the best of my knowledge and belief there are no dues payable by me to the College. Should there be any (found on later), I agree to pay the dues. I have completed _____ with _____ Division. CGPA- _____

Date: _____ / _____ / _____

Signature of student

Enclosures:

1. X-Erox copy of final year mark Sheet
2. Identity card and library cards

Recommendations:

1 Concerned HOD	5 Workshop
2 Libraries	6 T & P Officer
3 Hostel & mess (if applicable)	
4 Accountants	

Please issue leaving certificate.

Principal

Note: C.L.C will be issued after 7 days after submission of this application