

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 type="radio"/> FEMALE				
Name :																			
Father's Name:																			

Unique Id (Aadhar No.)

Date of Birth:			/			/													
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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