

From:

Mob :

Date : _____

To:

The Principal,

K. J. Somaiya Institute of Engineering
& Information Technology,
Sion, Mumbai-400 022.

Sir,

Sub. : **Application for the Leaving Certificate**

I the undersigned hereby request you to issue me the leaving Certificate.

Registration No : _____
Full Name : _____
Branch : _____
Admitted Year & Quota: _____
Category : _____

The following documents are attached for your information and necessary action:

- 1) Original I-Card
- 2) Library Card
- 3) No dues Certificate
- 4) Rs.400/- Alumni Association Charges (Photocopy of Receipt-For BE Passed out Students)
- 5) Photocopy of Sem-VII & Sem – VIII Marksheet (For BE Passed out Students)
- 6) Photocopy of Marksheet - last exam attended (for other Students)
- 7) Rs.100/- Leaving Certificate Charges (Photocopy of Receipt)

Yours truly,

(_____)

(Verified By)
(Students Section)

- Note:**
1. Leaving Certificate will be issued only after all dues are cleared and application verified.
 2. Leaving Certificate will be issued only to the applicant or to whom authority given by applicant.
 3. Leaving Certificate will be issued only after 3 days (working days) from the receipt of Application.

**K. J. SOMAIYA INSTITUTE OF ENGINEERING & INFORMATION TECHNOLOGY,
SION, MUMBAI – 400 022.**

NO DUES CERTIFICATE

Date : _____

Name of Student :

Branch :

Semester :

Department	Penalty / Fine / recovery / dues	Name of the HOD / In-Charge	Signature of HOD/ In-Charge
Electronics & Telecommunication Engg			
Computer Engineering			
Information Technology			
Electronics Engineering			
Basic Science & Humanities			
Library			
Exam Cell			
Training & Placement – In-Charge			
Alumni Co-ordinator			
Computer Centre (Hande/Urankar)			
Accounts (Alumni Charges)			
Accounts Section (Convocation Charges, Tuition fees & Development Fees & other Fees)			
Scholarship / Freeship (only for Reserve Category Students)			

Verified By
(Students Section)

Registrar

