UNIVERSITY OF MANAGEMENT AND TECHNOLOGY
OFFICE OF THE REGISTRAR
PARTICIPANT SERVICE REQUEST FORM FOR LETTER ISSUANCE

UMT I.D. No.:			_				_				_			

Date: _____

Name: _____ **Father's Name:** _____

Program: _____ **Contact No.:** _____

NOTE:

- Normal charges for each service is Rs. 100/- except for No Objection Certificate (Rs. 1000/-).
- Urgent charges for each service is Rs. 500/- except for No Objection Certificate (Rs. 1500/-).
- Normal processing time for the issuance of Certificate/ Letter is 24 hours (during working days).
- Urgent processing time for the issuance of Certificate/ Letter is 2 hours (during working days).
- Request will not be entrained until all the outstanding dues payable to UMT are cleared.
- The Request might get delayed if status of a student is not clear in the records.
- Certificate/ Letter will not be handed over without UMT I.D card or Alumni I.D. card.
- Processed request not collected within one month from the day of request will be discarded.
- No fee will be charged for the issuance of Internship and Project Letter.

ATTACH THE PAYMENT RECEIPT WITH THE FORM:

Receipt No. _____ **Date**_____

- ❑ Bona fide Letter
- ❑ Character Certificate
- ❑ Hope Certificate
- ❑ Internship Letter
- ❑ Medium of Instruction Letter
- ❑ No Objection Certificate
- ❑ Project Letter

FOR OFFICIAL USE ONLY

Activity	Name	Date	Time	Initials
Request form Received by				
Request form forwarded to (for processing)				
Certificate/ Letter received by student				