

Roll No: _____

Date of Joining: _____

Date: _____

Date of Leaving: _____

Date of Graduation: _____

The Principal
F.C.R.T.,
Sector-9A, Vashi,
Navi Mumbai-400703.

Sub: - Application for Leaving Certificate.

Sir,

I _____ was a student of your

Institution, I have passed the B.E. _____ Engineering Degree

Examination held by the University of Mumbai in the month _____ and year

of _____ and passed in _____ class.

I request you to issue me the Leaving Certificate.

Thanking You,

Yours faithfully,

(Name: _____)

Sl. No	Section	Remarks	Signature & Date
1.	Head of Department		
2.	Training & Placement officer		
3.	Librarian		
4.	Office Clerk		
5.	Accounts		

L.C. No. _____

Receivers Signature: _____

Date: _____

STATUS REPORT

Name: _____

Roll No: _____

Residence

Address: _____

Mobile No: _____

Branch: _____

Year Of Passing _____

% of marks & Class

of Final Examination _____

Current Status: _____

Studying / Employed / Not Working

If studying give details of

Course & Name of College: _____

If Employed give details

Currently working at: _____

(Address & Name of the Company)

Post of designation : _____

Department: _____

Office Phone: _____

If not working give

Details of other activities

Currently doing/ Email ID: _____

(It is mandatory to carry the hard copy of the college ID for the collection of the Leaving certificate)