

Roll No: \_\_\_\_\_

Date of Joining : \_\_\_\_\_

Date: \_\_\_\_\_

Date of Leaving : \_\_\_\_\_

Date of Graduation: \_\_\_\_\_

To,

The Principal  
Fr. C. Rodrigues Institute of Technology,  
Sector – 9A, Vashi,  
Navi Mumbai – 400 403.

**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: \_\_\_\_\_)

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

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  
I                      II                      III

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: \_\_\_\_\_