

Application form for *Pass out or failed* Students

Name: _____,

Address: _____ , _____,

Date: ____/____/____.

To

The Principal,

K.K. Wagh Women's Polytechnic,

Nashik.

Subject: Application for (Tick whichever document required)

1) Leaving Certificate

2) Transcript

3) Free-ship / Scholarship Certificate

4) _____ (Other, Please Specify)

Respected Madam,

I, the above applicant was the student of this institute, studied in

_____ (Name of Department) from the academic year 20____ to 20____

. I am in need of _____ (Name of document) for

(mention purpose for which the document needed).

Therefore, I hereby request you to issue the same to me to the earliest. I am ready to pay the fees, if any, for issuing the document.

Thanking you.

Yours Sincerely,

Sign. - _____

Name - (_____)

