

**SVKM'S**  
**Narsee Monjee Institute of Management Studies**

**APPLICATION FOR A LEAVING CERTIFICATE**

**Date:-**

To,  
The Deputy Registrar,  
Admission Department,  
NMIMS, Mumbai.

Dear Madam,

I the undersigned hereby request you to issue me the leaving Certificate. Particulars are given below:

Name of the student (Surname first) : \_\_\_\_\_

Name of the Father in full (Surname First): \_\_\_\_\_

Nationality : \_\_\_\_\_

Religion and Cast : \_\_\_\_\_

Date of Birth : \_\_\_\_\_

Month & Year of Admission in NMIMS : \_\_\_\_\_

University Roll No & SAP No : \_\_\_\_\_

Campus : \_\_\_\_\_

Name of last institution attended (HSC /Degree I Year): \_\_\_\_\_

Date of leaving the university : \_\_\_\_\_

Programme in which was studying : \_\_\_\_\_

Year in which was studying : \_\_\_\_\_

University examination passed/failed/Course Discontinued: \_\_\_\_\_

Reason for leaving the university : \_\_\_\_\_

Contact No & Email Id : \_\_\_\_\_

Sign of the student

**NOTE:-**

Incase other person applying for Leaving Certificate authority letter required from the student along with ID card of student & authorize person.

**Document required for leaving Certificate:-**

1. Last trimester Mark sheet.
2. Degree Certificate.
3. Cancellation Receipt (For course discontinued)