



**Symbiosis Open Education Society**  
**Symbiosis Vocational Junior College**

Price: Rs.50/-

Stream: AOM / CT

Date: / / 20

Std. XI: Roll No: \_\_\_\_\_  
Academic Year: \_\_\_\_\_

Std. XII: Roll No: \_\_\_\_\_

To,  
The Principal  
SVJC, Pune – 411 016

Sub: Application for College Leaving Certificate  
[Copy of School Leaving Certificate (10<sup>th</sup> Std.) is necessary]

Madam,

**I, the undersigned, apply for College Leaving certificate for the following reason,**

**Reason:** \_\_\_\_\_

I am submitting attested photo copies of the necessary documents.

1) **Full Name:** \_\_\_\_\_  
Surname Name Father's Name

2) Std. XI: Passed / failed in the year: \_\_\_\_\_ (Copy of Mark card is necessary)

3) Std. XII: Passed / failed in the year: \_\_\_\_\_ Mar / Oct'20 \_\_\_\_\_ (Copy of Mark card is necessary)

4) Date of Birth: \_\_\_\_\_

I am aware that the certificate for which I have applied, will be issued to me after three working days.

Thanking you,

Yours Faithfully,

Student Contact No. \_\_\_\_\_

\_\_\_\_\_  
Student Signature

Address: \_\_\_\_\_

- Note: a) Application should be submitted well in advance  
b) Student must produce his / her identity card, with application  
c) 'No DUES' certificate are necessary, while applying for leaving certificate.

Library

Accounts Section

Class Teacher

Seen the Attached Document

Office Superintendent

Principal

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ACKNOWLEDGEMENT

No.

RECEIVED application for B.C. from Name: \_\_\_\_\_ Class: \_\_\_\_\_ Roll No \_\_\_\_\_

Please bring this slip while taking certificate after \_\_\_\_\_ days.

Date:

Office Superintendent