

FORMAT FOR APPLYING FOR LEAVING CERTIFICATE

From : _____

Ph. No.: _____

Date: _____

To,
The Principal,
Rosary College,
Navelim, Salcete – Goa.

Sir,

I request you to kindly issue me the Leaving Certificate. Following are my details:

1.	Name of the Student	
2.	Registration No. (PR No.)	
3.	Nationality & Religion	
4.	Place of Birth	
5.	Date of Birth (Figures) (Words)	
6.	Previous Institution Attended	
7.	Date of Admission & Class to which admitted	/ /20 Class :
8.	Fees Paid	Yes/ No
9.	Library Books Returned	Yes/ No
10.	Any Other Dues	
11.	Date of Leaving this College	
12.	Class in Which Studying	
13.	Reason for Leaving the College	
14.	Remarks (Mention Pass or Fail)	Class :

Student's Signature

Principal Signature