**ST. MIRA’S COLLEGE FOR GIRLS**

**6, Koregaon Road, Pune 411001**

**Students who wish to withdraw their admission after Std. XIth/XIIth should apply for a Leaving Certificate.**

**Please follow the following steps:**

1. **Download and Fill the Application Form attached below**
2. **Make a payment of Rs.100/- by NEFT/RTGS**

**The Bank payment details are as follows :
Bank of Baroda Branch: Wadia College
IFS Code: BARB0WADCAM (fifth character is zero)
Beneficiary’s A/c No: 98100100000329
Beneficiary’s A/c type: Super Saving Account
Beneficiary’s Name: The Principal St. Mira’s College for Girls, Pune**

1. **You are requested to email the documents to the following email ID:**

**request.lc@stmirascollegepune.edu.in**

* 1. **Application Form saved as Name of Student\_Roll No\_Class as PDF**

For instance *Priti Sukhwani\_312\_XI*

* 1. **NEFT Receipt** saved in the same manner – Name of Student\_Roll No\_Class
	2. **Copy of last year’s marksheet** saved in the same manner – Name of Student\_Roll No\_Class
1. **Following the above guidelines would help process requests faster.**
2. **Incomplete forms /without proper documents will not be processed or will be delayed.**

**ST. MIRA’S COLLEGE FOR GIRLS, PUNE**

**APPLICATION FOR ISSUE OF LEAVING CERTIFICATE (JUNIOR COLLEGE)**

**THE PRINCIPAL DATE: DD /MM/ YYYY**

**ST. MIRA’S COLLEGE FOR GIRLS,**

**PUNE-411 001.**

1. **NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **(Surname) (Name) (Father/Husband)**

1. **Last Class passed: XI □ XII □**
2. **Year & Month of Passing OCT□APRIL □ Year: \_\_\_\_\_\_\_\_\_**
3. **G.R.No (General Register no. ): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Refer to the Identity Card of Previous Year/Marksheet)**

1. **Class & Roll no. during the year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **Reason for leaving the college:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. **Place of Birth :\_\_\_\_\_\_\_\_\_\_\_\_\_**
4. **Date of Birth :\_\_\_\_\_\_\_\_\_\_\_**
5. **Caste: \_\_\_\_\_\_\_\_\_\_\_\_\_**
6. **Name of the college / University Student wish to join:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
7. **If leaving Maharashtra Board /Pune University mention the name of joining Board/University:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
8. **Contact Number of Student/Parent:**

**(1) (M) (2) (M)**

1. **Email ID of Student/Parent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **Outstanding Dues** |  | **Signature of Respective Authority** |
| **Fees Outstanding** | **YES □ / NO □** | **Librarian** |
| **Library Books Outstanding** | **YES □ / NO □** | **Cashier** |
|  |  | **Registrar** |

**(Please do not forget to upload a Copy of last marksheet along with form in the email)**

**FULL NAME OF PARENT FULL NAME OF THE STUDENT**

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

 **For OFFICE USE ONLY**

1. **G.R. NO \_\_\_\_\_\_\_\_\_\_\_\_\_ T.C. /L.C NO. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **Amount paid \_\_\_\_\_\_\_\_\_ Receipt No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date . \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**