



VEERMATA JIAJABAI TECHNOLOGICAL INSTITUTE
MATUNGA, MUMBAI 19

Application for Cancellation of Admission

To,
The Director,
VJTI

Full name of candidate: _____

Program: _____ Date of Admission : _____

Amount of fee paid : _____ Roll No. :- _____

Fee Receipt Number and Date (Attach Xerox copy) : _____

I request you to cancel my admission to the _____ * program and return my original documents and refund the fees paid as per the rules.

Reason of Cancellation:

Signature of candidate

Remark of FY-Incharge/Head of Department

For office use only : -

Forwarded to Director,

Recommended cancellation of admission to _____ program, AY
_____.

Dean Academics

Approved / Not Approved

Registrar

P.T.O.



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Received the following original documents from the Admission Authority :-

1. Statement of Marks or Certificate of Passing of std. 10 th /S.S.C./Equivalence Examination
2. Statement of Marks or Certificate of Passing of std. 12 th /H.S.C./Equivalence Examination
3. Score Card of JEE Main (Paper – 1)
4. Certificate of Indian Nationality in the name of candidate.
5. Birth Certificate mentioning the place of birth in the state of Maharashtra.
6. Caste Certificate
7. Caste /Tribe Validity
8. Non-creamy layer certificate
9. Income Certificate of parents issued by competent authority of Gov. of Maharashtra having annual income upto 6 lacs.
10. Domicile certificate clearly indicating the place of permanent residence issued by SDO/Dy. Collector of District.

Signature of the Candidate

Original with Academic Section

Copy to,

1. FY B. Tech Incharge /Head, Department of _____
2. Shiksha Cloud Admin , Cancel admission in software.
3. Account Officer, Refund as per rules.



Procedure to apply for cancellation of admission:-

1. Collect the Cancellation form and No dues form from Academic Section.
2. Fill the cancellation form and get it sign from Dean Academics.
3. Get No dues form and get all the sign which are mention on the form.
4. Students have to cancel their admission from DTE web portal from his/her personal login, and take the cancellation print.
5. Students have to submit below three documents with academic section.
 - a. Cancellation form
 - b. No dues form
 - c. Student cancellation print.
6. Concern person will cancel the admission from DTE Web portal.
7. Student will get their original documents after completion of above procedure.
8. Transfer Certificate will get within two working days.