VEERMATA JIJABAI TECHNOLOGICAL INSTITUTE

Matunga, Mumbai 400 019

(Autonomous Institute affiliated to University of Mumbai)

APPLICATION FORM FOR ORIGINAL DOCUMENTS

Date:

To,

The Director

I, _____ , am a bonafide student of VJTI. Admitted in the institute in academic year _____ in _____ department for _____ programme. I am currently studying in _____ semester and need Original Certificate for the purpose of _____ _____

Kindly, issue the following Original Certificates.

1.
2.
3.
4.
5.
6.

Student must have to fill his / her details below:

Admission Year :	**Registration No.:**
Dept. & Program:	**Semester:**
Name of the student :	
E Mail ID:	**Mobile No.**
Parents Contact No.: **E Mail ID:**	

Your's Truly,

Dean Academics

Procedure to apply for Original Certificate :

- First year student should get their documents after the completion of one academic year. In urgency if they want the documents then should follow the below procedure.
- Collect the application form from Academic Section.

    1. Mention the reason for which purpose candidate want the documents and get it sign from the Dean Academics.

    2. The student should bring the zerox copy of documents and submit it to the academic section and get the original document

    3. Submit the application in Academic Section to Mr. Shelar.

- Other than first year students :

    1. Collect the application form from Academic Section.

    2. The student should bring the zerox copy of documents and submit it to the academic section and get the original document.

    3. Submit the application in Academic Section to Mr. Shelar.

- Original Certificate will get within same day after submission of form.