



SVKM NMIMS
GLOBAL UNIVERSITY

School of Pharmacy & Technology Management,
Survey No. 499, Plot No 02, Behind Gurudwara,
Mumbai Agra National Highway, Dhule -424 001, Maharashtra,
India

Date: ----- / ----- / -----

NO DUES CERTIFICATE

To,
The Principal,

Respected Sir,

I the undersigned Mr. /Miss.
hereby request you that, I have passed Final Year D.Pharm./B.Pharm./M.Pharm. Examination in
Summer/ Winter and obtained CGPA/ PercentageI kindly request you to
please issue me the Leaving Certificate/Migration certificate & Original documents.

My details are given below:

1. Date of Admission F.Y. / Direct Second Year Date:...../...../20.....
2. Date of Birth:/...../..... Place of Birth
3. Year of Final Year Admission 20..... Roll No. Div:
4. SAP No:..... PRN/Enrollment No:
5. Last Exam Seat Number: Parents Mobile Number:.....
6. Student Mobile No..... Email ID :
7. Name of last College attended (H.S.C. / D. Pharm / B. Pharm.):.....

1.	Examination Section		8.	Computer Dept.	
2.	Local Guardian Teacher		9.	Hostel	NA
3.	Academic I/C		10.	Store Dept.	
4.	Laboratory		11.	TPO	
5.	Alumni Association		12.	Scholarship Section	
6.	Gymkhana & Sport		13.	Accounts	
7.	Library		14.	Student Section	

I know that Leaving/Migration certificate will be issued to me after 05 (Five) Working days.

Thanking you,

Yours Faithfully,

Name of the Student _____

Sign _____

Remarks of Student Section: (For office Use only)

The amount Rs..... has paid towards Leaving/ Transfer certificate charges vide
Transection No..... Date...../...../20.....and other dues paid.

Signature
Account Section Signature

Signature
Student Section In-charge

Allowed /Not allowed
to issue Leaving Certificate

Assistant Registrar

Principal

GUIDELINES FOR ISSUING TRANSFER/LEAVING CERTIFICATE

For the students who passed out D.Pharm/B.Pharm/M.Pharm (Final Year Exam)

- ✓ Students are required to take signature on No Dues Form at his own. Friend/ Guardian / Parents are not allowed.
- ✓ Make sure that you have paid admission fee as per Fee Regulating Authority, Late Fee (If any), breakage (if any), Library/Dept. Due (if any). TC/LC Fee- Rs: 200; Rs: 400 (In case additional TC required for Migration Purpose).
- ✓ Alumni Fee: Rs 500 (for B. Pharmacy/D. Pharmacy/M.Pharmacy Students)
- ✓ All B. Pharmacy/ D. Pharmacy/ M. Pharmacy passed out students are required to fill and submit Alumni Association Form & Institute Feedback Form to Academic In charge.
- ✓ Make sure that you have taken all the required signatures on No Dues Form.
- ✓ Contact T & P officer for issuing Transcript Certificate: Transcript Certificate Fee: Rs 500.
- ✓ Submit No Dues Form with all required signature with Xerox copy of B. Pharmacy/D. Pharmacy Mark sheet & Original I-Card in Office. Signature of Principal will be taken by Office Staff. You are not required to go to Principal office for taking signature of Principal.
- ✓ Details mentioned on Institute TC/LC will be as per the records of last TC/LC.
 Leaving/Transfer Certificate will be issued to you 5 working days after submitting No Dues Form

LIST OF ORIGINAL RECEIVED DOCUMENTS

Sr. No	Document Details	Received Yes / No
1	SSC Marksheet	
2	SSC Passing Certificate	
3	HSC Marksheet	
4	HSC Passing Certificate	
5	Domicile	
6	Nationality	
7	Caste Certificate	
8	Validity	
9	D.Pharm / B.Pharm Marksheet	

Declaration: I the undersigned solemnly declare that I receive all the above Original Documents.

Date:

Student Signature:

Place :

Student Name: