



APPENDIX 13
APPLICATION to PRINCIPAL, KJSIT
(for issue of duplicate Grade Card /Degree Certificate)

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

To,

The Principal

KJSIT, Sion, Mumbai-22

Subject: Regarding duplicate copy of Grade Card /Degree Certificate of Examination.

Respected Sir/Madam,

I,....., was a student of KJSIT (affiliated to the University of Mumbai) and have successfully completed my B. Tech./B.E. in the year 20.....

Unfortunately, I have to bring this to your notice that I have lost or misplaced my (eg. First year SEM II)..... GRADE CARD with SEAT No.....

I request you to kindly issue the duplicate Grade Card /degree certificate for the same examination. I have attached the following documents required for the issue of duplicate Grade Card /degree certificate.

1. FIR.
2. An Affidavit for the loss of Grade Card /degree certificate

Kindly issue the duplicate copy of my Grade Card /degree certificate at the earliest

Thank you,

Yours Faithfully,

Applicant's signature.....

Applicant's Name.....

Applicant's Address.....

.....

Email ID.....



K J Somaiya Institute of Technology

Formerly known as K J Somaiya Institute of Engineering and Information Technology

Autonomous Institute Affiliated to University of Mumbai