



ST PAULS INSTITUTE OF COMMUNICATION EDUCATION FOR WOMEN
(Affiliated to the University of Mumbai)

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AUTHORITY LETTER FOR COLLECTING EXAMINATION MARKSHEET

(to be completed by the candidate and submitted to the office personally for verification before going out of station)

Appl. No. _____

Date: _____

To,

The Principal

St Pauls Institute of Communication Education for Women Bandra (West)

Mumbai: 400 064.

Sir,

I the undersigned, Mr./ Ms. _____ student of
_____ Class bearing Roll No. _____ Seat No. _____ have passed the
_____ Examinations held in _____ 20____. I am unable to take my admission personally
because _____

I seek your permission to authorize my _____ Mr./Ms.
_____ the bearer of this letter to collect my original marksheet, of
the FY / SY / TY / B.Com. / B.M.S./ B.A.M.M.C Examination conducted by the College / University in _____
_____ 20____, on my behalf.

I state that I shall not hold the college responsible if the mark sheet is spoiled / damaged / lost after being collected by the bearer of this letter.

My I-card/Hall ticket is given to the bearer for presentation while collecting my mark sheet.

Full Name of the person authorized: _____

Address of the authorized person:

Signature of the authorized person: _____

Identification proof of the authorized person submitted to the College:

Name & Signature of the student

Signature of the official who verified the signature of the student

Received original copy of the mark sheet of the above-mentioned student

Date _____

Name and Signature
(to be signed at the time of collecting mark sheet)