



ST PAULS INSTITUTE OF COMMUNICATION EDUCATION FOR WOMEN
(Affiliated to the University of Mumbai)
24th Road, Bandra (W), Mumbai 400 050 Tel: 022- 26425709
E-mail: admin@stpaulsice.com / Web: mum.stpaulscollege.edu.in
APPLICATION FOR SUBMISSION OF MEDICAL CERTIFICATE

Appl. No. _____

Date: _____

To,
The Principal
St Pauls Institute of Communication Education For Women
Bandra (West)
Mumbai: 400 050.

Sir/Madam,

I, Mr. Ms. _____, student of _____ class Div.
_____ bearing Roll No. _____ could not attend my regular classes from _____ to
_____ (both days inclusive) on account of the following

_____. Medical
Certificate dates _____ issued by Dr. _____ as required by
rules is attached.

Yours faithfully,

(Signature of Student)

(Name and signature of Parent /Guardian)
(Must be the same who has signed on the admission form)

Rules:

1. Fully completed and signed application form should be given in office during office hours on any working day within **THREE DAYS** of resuming attendance.
2. An official receipt will be given by the office on submission of application. The receipt should be preserved by the student.
3. The medical certificate submitted does not amount to attending classes or examination or test. It only explains the medical condition of students.
4. Medical Certificate without specifying the exact dates should not be accepted. 5. If a student is absent for more than three days, details of the medical report – pathology test, X-ray reports etc. should be submitted.