



**ATSS COLLEGE OF BUSINESS STUDIES & COMPUTER APPLICATION
Chinchwad Pune**

STUDENT APPLICATION FOR RETURN OF ORIGINAL EDUCATIONAL DOCUMENTS

Date: / /

Name of the Student: _____
Course: BBA/BCA/B.Sc Year: _____ Roll No _____
Caste : Open/SC/ST/DT VJ – NT /SBC / OBC
Apply for EBC/ Scholarship: Yes / No Admission Year: _____
Contact No _____

To,
The Principal,
A.T.S.S CBSCA,
Chinchwad,Pune-019

Subject : Return of original Educational documents.

I undersigned Ms/Mr. _____ is /was regular student of First /Second / third Year of BBA/BCA/B.Sc course in **A.T.S.S College of Business Studies and Computer Application Chinchwad, Pune-019.**

I want my original educational documents back which were submitted at the time of admission requesting you to issue me the same.

Your's Faithfully,

Signature of Student

Note: Certificate will be issued after one days from the date of application.

No Dues Certificate

Sr. No	Department	Remark	Signature
1	Account Section	DUES/NO DUES	
2	Course Coordinator	DUES/NO DUES	
3	Library	DUES/NO DUES	
4	Computer lab	DUES/NO DUES	
5	Training /Placement	DUES/NO DUES	
6	Administration	DUES/NO DUES	

**PRINCIPAL
A.T.S.S. CBSCA
Chinchwad-019**

P.T.O

I Have received following original documents from the institute

Sr.No	NAME OF THE DOCUMENT	STUDENT REMARK	STUDENT SIGN
1	S.S.C MarkSheet		
2	S.S.C Passing Certificate		
3	H.S.C/Diploma MarkSheet		
4	H.S.C/Diploma Passing Certificate		
5	Caste Validity certificate		
6	Non-creamy Layer certificate		
7	Domicile Certificate		
8	Nationality Certificate		
9	Work Experience Certificate		

Date

Place

Name & Signature of the Student