

To,
The Director
TIMSCDR
Kandivali (E)

Sub: **Application for Original Documents**

Respected Madam,

I, _____ Roll No. _____ Batch _____

have Passed the MCA course in _____ year /appeared for _____ Sem. in _____ month
_____ year at Thakur Institute of Management Studies, Career Development and Research, Kandivali
(East), Mumbai – 400 101.

I want to the following original documents:

Sr. No.	Name of the Documents	Yes/ No
1	S.S.C. Marksheet	
2	S.S.C. Passing Certificate	
3	H.S.C. Marksheet	
4	H.S.C. Passing Certificate	
5	Graduation Marksheet	
6	Graduation Passing Certificate	
7	Birth Certificate	
8	School Leaving Certificate	
9	Domicile Certificate	
10	Mul-Nivas Praman Patra	
11	Any other documents (Mention below)	

Reason: _____

Date of return: _____

Yours Faithfully,

Date: _____

Signature: _____

Place: _____