



**UNIVERSITY OF MANAGEMENT AND TECHNOLOGY
OFFICE OF THE REGISTRAR
PARTICIPANT SERVICE REQUEST FORM FOR LETTER ISSUANCE**

UMT I.D. No.:																		Date: _____
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Name: _____ **Father's Name:** _____

Program: _____ **Contact No.:** _____

NOTE:

- ◆ Normal charges for each service is Rs. 100/- except for No Objection Certificate (Rs. 1000/-).
- ◆ Urgent charges for each service is Rs. 500/- except for No Objection Certificate (Rs. 1500/-).
- ◆ Normal processing time for the issuance of Certificate/ Letter is 24 hours (during working days).
- ◆ Urgent processing time for the issuance of Certificate/ Letter is 2 hours (during working days).
- ◆ Request will not be entrained until all the outstanding dues payable to UMT are cleared.
- ◆ The Request might get delayed if status of a student is not clear in the records.
- ◆ Certificate/ Letter will not be handed over without UMT I.D card or Alumni I.D. card.
- ◆ Processed request not collected within one month from the day of request will be discarded.
- ◆ No fee will be charged for the issuance of Internship and Project Letter.

ATTACH THE PAYMENT RECEIPT WITH THE FORM:

Receipt No. _____ **Date** _____

Bona fide Letter
 Character Certificate
 Hope Certificate
 Internship Letter
 Medium of Instruction Letter
 No Objection Certificate
 Project Letter

Participant Signature: _____

Advisor name & signature with stamp: _____

FOR OFFICIAL USE ONLY

Activity	Name	Date	Time	Initials
Request form Received by				
Request form forwarded to (for processing)				
Certificate/ Letter received by student				