**UNIVERSITY OF MANAGEMENT AND TECHNOLOGY SIALKOT CAMPUS**

**Participant Request Form for Letter Issuance**

ID No: Date:

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Name:

Father’ Name:

Program: Semester: Spring / Summer / Fall

Email: Contact No:

|  |
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| **Letter Type:****1.** Bona-fide Letter 🞏 **2.** No Objection Certificate 🞏 **3.** Character Certificate 🞏**4.** Internship Letter 🞏 **5.** Medium of Instruction Letter 🞏 **6.** Hope Certificate 🞏**7.** Project Letter 🞏 **8.** Other\_\_\_\_\_\_\_\_\_\_\_ |

**Attach the Payment Receipt with the Form**

 Receipt No. Date:

**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 48 hours (during working days).

 Urgent processing time for the issuance of Certificate/ Letter is 24 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.

 Processed request not collected within 15 days from the day of request will be discarded.

 No fee will be charged for the issuance of Internship and Project Letter.

Student’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ COD/Area Coordinator/Batch Advisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(For Office Use Only)*

|  |  |  |
| --- | --- | --- |
| **Request Form Received by** | **Date** | **Initials** |
|  |  |  |
| **Certificate / Letter Received by Student** | **Date** | **Initials** |
|  |  |  |