



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 2 working days.
- Urgent processing time for the issuance of Certificate/ Letter is 1 working day.
- 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.

ATTACH THE PAYMENT RECEIPT AND REQUIRED DOCUMENTS WITH THE FORM:

Receipt No. _____ **Date** _____

Bona fide Letter

Character Certificate

Hope Certificate

Medium of Instruction Letter

No Objection Certificate

Project Letter

FOR OFFICIAL USE ONLY

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