

Vidya Vikas Education Trust's
VIDYA VIKAS UNIVERSAL COLLEGE, MUMBAI- 400 064
APPLICATION FOR SUBMISSION OF MEDICAL CERTIFICATE

Appl. No. _____

Date: _____

To,
The Principal
Vidya Vikas Universal College
Malad (West)
Mumbai: 400 064.

Sir/Madam,

I, Mr. Ms. _____, student of _____ class
Div. _____ bearing Roll No. _____ could not attend my regular classes from
_____ to _____ (both days inclusive) on account of the following

_____.

Medical Certificate dates _____ issued by Dr. _____ as
required by rules is attached.

Yours faithfully,

(Signature of Student)

(Name and signature of Parent /Guardian)
(must be the same who has signed on the admission form)

Rules:

1. Fully completed and signed application form should be given in office during office hours on any working day within **THREE DAYS** of resuming attendance.
2. An official receipt will be given by the office on submission of application. The receipt should be preserved by the student.
3. The medical certificate submitted does not amount attending classes or examination or test. It only explains the medical condition of student.
4. Medical Certificate without specifying the exact dates should not be accepted.
5. If student is absent for more than three days, details of medical report – pathology test, X-ray reports etc. should be submitted.