

Letter of Authorization

I, _____, application number _____, son / daughter of _____, being unable to report physically report to the Admissions Office to complete the Withdrawal formalities, hereby authorize _____ son / daughter of _____, whose photograph is affixed below and who will sign as shown below, represent me to complete the Withdrawal formalities.

This authorized representative will bring all the necessary documents and complete all the necessary formalities on my behalf.

Reason for Absence:

A RECENT
PASSPORT SIZE
PHOTOGRAPH OF
THE CANDIDATE

A RECENT
PASSPORT SIZE
PHOTOGRAPH OF
THE REPRESENTATIVE
SHOULD BE AFFIXED
HERE

Signature of Candidate

Signature of Parent

Name & Signature of Representative

Type of Original ID proof of the student: _____

ID Card Number: _____

Type of Original ID proof of the Representative: _____

ID Card Number: _____

1. For bachelor's degree students, parent Signature is a must.
2. The physical presence of the Student/Parent/Authorized Representative is a must during the withdrawal of admission.
3. The Student/Parent/Authorized Representative must carry original Admission order, Student ID Card, Photo ID Proof, other required documents (if any) at the time of withdrawal of the admission.