



**Application of Admission Cancellation form for PG Session 20..... / 20.....**

**Sl. No.** **Date:**

To  
 The Secretary, PG Council,  
 Raiganj University,  
 Raiganj,  
 Uttar Dinajpur

**Through the Head, Department of.....**

**Sub:** - Prayer for Cancellation of Admission.

Sir,

I beg to state you that I got admission in 1st year M.A./M.Sc./M.Com./ LL.M./ MBA Programme in the Department of ..... Raiganj University, for the Session 20..... - 20.....and my Registration No. with the Raiganj University is .....(If Registration No is issued by the University) But I like to get my admission cancelled at the Raiganj University since I have got admission in ..... (Name of the Course) in..... (Name of the College/ University Department/ Institution) under..... (Name of the University). My admission details are as under-

**Admission Details:**

Sl. No.	Particulars	Candidate Details
1.	Application/ Form No.	
2.	Name of the Candidate	
3.	Roll No	
4.	Class	
5.	Department	

6.	Category	
7.	Date of Admission	

**Bank Account Details:**

Sl. No.	Particulars	Candidate Details
1.	Name of the Student	
2.	Name of the Bank	
3.	Branch	
4.	Account No.	
5.	IFSC Code	

I would therefore like to request you to kindly do the needful for the cancellation of my admission at the Raiganj University. In this context I declare that **I shall not claim my refund of fees related with admission already deposited to the Raiganj University.** I expect your kind attention and favour at your earliest.

With thanks.

Yours faithfully

**Date:**

**Place:**

**Remark of the HoD with signature & Seal:**

**Attachment Checklist:**

1. Application Form for Admission
2. Payment Receipt
3. Bank Account Details for Refund- (Photocopy of the Passbook)
4. Duly Signed NOC



# RAIGANJ UNIVERSITY

P.O. Raiganj, Dist. Uttar Dinajpur, West Bengal, India, Pin- 733134.

## Clearance Certificate for Cancellation of Admission

*(To be filled by the applicant)*

This is to certify that Mr./ Ms..... bearing Roll..... No....., Registration No..... of this University doesn't have any dues lying with us.

Sl. No.	Authority	Remarks (Dues if any)	Signature
1.	HoD		
2.	Deputy Librarian, Raiganj University		
3.	Estate Officer, Raiganj University	<i>For Hostel Boarders Only</i>	
4.	Hostel Superintendent, Raiganj University		

For Office of the Secretary, PG Council

Remarks:

Signature

Secretary, PG Council, Raiganj University.