

## **INSTRUCTIONS TO AN APPLICANT**

Procedure for Bonafide Certificate / Medium of Instruction / No Backlog Certificate:

1. Take the print of application form for Bonafide Certificate is given on page number 2
2. Submit the hard copy of filled in application form to college office between 10:00 am to 3:00 pm.
3. College will provide Bonafide certificate charging Rs.25/- for in-house students and Rs.30/- (25 + GST) for Ex-students.
4. Bonafide Certificate will be issue within 3-4 days from the submission of application.
5. For No Backlog certificate, submit your photocopies of all semester mark sheets (including KT)
6. For any query, Contact college office phone number 8655143915.

From:  
Mr./ Ms \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Mobile: \_\_\_\_\_  
Email ID: \_\_\_\_\_  
Date: \_\_\_\_\_

To,  
I/c. Principal,  
Pravin Gandhi College of Law,  
Mithibai College Campus, 8<sup>th</sup> floor,  
Bhaktivedant Swami Marg,  
Vile Parle (W), Mumbai-400056.

**Subject: Application Bonafide / Medium of Instruction / No Backlog Certificate**

Respected Madam,

This is to inform you that, I am studying in / passed \_\_\_\_\_ B.L.S./ LL.B. Roll No.\_\_\_\_ Div.  
\_\_\_\_ SAP No. \_\_\_\_\_ in Academic Year \_\_\_\_\_.

I will require the \_\_\_\_\_ Certificate for \_\_\_\_\_  
\_\_\_\_\_

Yours faithfully,

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
**[For Office Use]**

Remarks: \_\_\_\_\_  
\_\_\_\_\_

Approved by :- \_\_\_\_\_

Receipt No:- \_\_\_\_\_

Sign with Date:- \_\_\_\_\_