



**Shri Mata Vaishno Devi University**  
Kakryal, Katra 182 320  
(Approved by UGC under Section 2(f) & 12(B) of UGC Act of 1956)

**Application for Grant of Permission for Late Registration**

The  
Head of the Department/School  
Department/School of \_\_\_\_\_  
Shri Mata Vaishno Devi University,  
Kakryal, Katra 182320.

**Sub: Request for grant of permission for Late Registration.**

Sir/Madam,

I \_\_\_\_\_, Entry No. \_\_\_\_\_, student of  
B.Arch./B.Tech./M.B.A./Integrated M.Sc.(Economics)/ M.Tech./M.Sc./M.A./MCA/ Ph.D.  
\_\_\_\_\_ program \_\_\_\_\_ semester, was  
/ am not able to register in time due to the reason (tick appropriate)

- i. Medical reason (Attach Medical Certificate, Test Reports etc.);
- ii. Marriage of real brother/sister (require marriage card)
- iii. Internship (require certificate / appointment letter from company); OR
- iv. Any other Unavoidable Circumstances (with relevant supporting document) \_\_\_\_\_

Please allow late registration by or before \_\_\_\_\_ (date) in my favour.

Yours sincerely,

\_\_\_\_\_  
(Signature of Student)

Date: \_\_\_\_\_

Name \_\_\_\_\_ Entry No. \_\_\_\_\_

**Recommended & Forwarded**

No. & Date: \_\_\_\_\_ (Signature of HoD)

**I/C Associate Dean (Academic Affairs)** (Permitted / Not Permitted) With Late Fee of Rs. \_\_\_\_\_

No. & Date: \_\_\_\_\_

**Assistant Registrar(Academic Affairs) – For issuance of Notification**