



VIDYASAGAR COLLEGE

39, Sankar Ghosh Lane, Kolkata - 700006

www.vidyasagarcollege.edu.in

Application for Admission Cancellation

Students who have taken admission through WBCAP and STAND ALONE MODE are hereby informed that application for **admission cancellation** for the UG courses (2025-26) will be received in College Office (39, Sankar Ghosh Lane, Kolkata) on 03.11.25 and 04.11.25 (12.00 PM-2.00 PM). Students are instructed to submit the following documents along with the admission cancellation form for the same.



1. Admission cancellation form duly signed by the applicant and guardian

(Download the form from the college website:

“UG STAND ALONE ADMISSION-2025-26” Section)

2. Printed copy of Application : (1 copy)

3. Admission Certificate of Vidyasagar College (1 Copy)

4. Printed copy of BANK TRANSACTION showing online transaction (1 copy)



Bring Original documents during application submission

(i) Aadhaar Card

(ii) Mark sheet of Class-X and Class-XII



One cancelled cheque (with bank details)

By order
Principal
Vidyasagar College

Admission cancellation application form

To,
The Principal
Vidyasagar College, 39, Sankar Ghosh Lane,
Kolkata – 700006, West Bengal

Subject: Application for Cancellation of Admission for the Academic Session 2025–26

Respected Sir/Madam,

I am writing to formally request the cancellation of my admission to **Vidyasagar College** for the **Academic Session 2025–26**. Kindly instruct the college office to process the cancellation of my admission and, if applicable, initiate the refund of the admissible fees as per the college and university guidelines. I have attached the original **Admission Certificate of Vidyasagar College** and other relevant documents for your reference.

Applicant Details

- **Applicant Code:** _____
- **Application Number:** _____
- **Course/Program:** _____

Name: _____

Category: _____

Gender: _____

Email ID: _____

Mobile Number: _____

Date of Admission: _____

Bank Details (Must be same as the attached cancelled cheque)

Account Holder's Name: _____

Bank Name: _____

Account Number: _____

IFSC Code: _____

Branch: _____

Thanking you

.....
(Signature of Applicant)

Date.....

.....
(Signature of Guardian)

Date.....