



# Seth Soorajmull Jalan Girls' College

8/9, Bankim Chatterjee Street, Kolkata – 700 073

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<https://ssjalangirlscollege.org.in>

Ref. No. ....

Date .....

## **Notice for Cancellation of Admission, dated 21.11.2021**

This is to notify for the general information of all concerned that the “Cancellation of Admission” window will remain open in our admission portal between 21.11.2021(12:00 noon) and 23.11.2021(11:59 pm).

Candidates willing to cancel their admission in 1<sup>st</sup> semester classes are requested to follow the steps below:

1. Download Cancellation Form from website, fill it up, sign and scan.
2. Go to the dashboard of online admission portal (website: [ssjalangirlscollege.org.in](http://ssjalangirlscollege.org.in)) – click “Application for Cancellation of Admission”.
3. Mandatorily upload the following documents:
  - Scanned filled in Cancellation Form
  - Scanned Application form for admission
  - Scanned Money receipt of admission fee payment.

*Prof. Chandana Dutta*

Teacher-in-charge

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