

Date:

To,

Deputy Secretary (BSR)
University Grants Commission
Bahadur Shah Zafar Marg
New Delhi 110 002

Subject: Request for change of mentor/workplace.

Dear Sir/Madam:

I *NAME* joined the *DEPARTMENT_NAME*, *UNIVERSITY_ADDRESS* under the mentorship of Dr/Prof *MENTOR_NAME* on Month Date, Year. *REASON FOR CHANGE*. In view of this, I am requesting you; kindly allow me to change workplace/mentor w.e.f. **MONTH DATE, YEAR (e.g. March 02, 2015)**. Please find below details for your reference.

1. Application number :
2. UGC-DSKPDF award letter number and date :
3. Selection list number :
4. Ph.D Supervisor (Name and address) :
5. Current Mentor(Name and address) :
6. Proposed Mentor (Name and address) :
7. Total time spent till date (in months) :

Thanking you,

Yours sincerely,

NAME (DSK Fellow)

The mentor and/or University do not have any objection to process this request.

Signature
Name
Date
(Mentor)

Signature
Name
Date
(Head of Dept.)

Signature
Name
Date
(Registrar/Director)
Seal of University/Institution