

To
The Admission Director
Institute of Engineering & Management, Kolkata
Salt Lake, Sector – V, Kolkata – 700091

Date:/...../.....

Sub: Stream change application through JELET Mop - Up counselling

Respected Sir/ Madam,

This is to inform you that I, _____,

Son/ Daughter of _____, have taken admission in

your institute in _____ stream through JELET Counselling, round

No: 1/ 2. My enrolment number is _____ and JELET

Roll Number is: _____. Now I have

got allotment in IEM in _____ stream through JELET

Mop – Up round.

So please change my stream from _____ (Stream

Name) to _____ (Stream Name).

Thanking You
Yours faithfully

(Signature of Guardian)

(Signature of Student)

**** Kindly attach the Final allotment letter of Mop – Up round (Received from WBJEE Board.), Previous PI Reporting Letter and Receipt with this application letter.**