



Convocation Section

: 25-06-2013.

Information regarding Urgent Degree Certificate / Duplicate Degree Certificate/ Verification of Degree Certificate

- **Urgent Degree Certificate**

Those who have passed final examination and those who want Degree / Diploma / Certificate on urgent basis. They should get the form Under Statue 548 (A) from the website (www.unishivaji.ac.in) and fill up the form manually, fix up one photograph on it and attach one photograph and attach copy of final year Statement of Marks, and DD of Rs. 2750- in favour of **The Finances and Account Officer, Shivaji University, Kolhapur** Payable at Kolhapur of any Nationalized Bank. All these document be sent to The Controller of Examination, Shivaji University, Kolhapur-416 004, Maharashtra (India). You will get the Degree Certificate within 40 to 60 days after receiving above documents.

- **Duplicate Degree Certificate**

Those who have received the Degree / Diploma / Certificates and those who have lost the Degree / Diploma / Certificates they should apply for getting the Duplicate Degree / Diploma / Certificates along with Original copy of the Police Complaint (FIR) regarding loss of Degree Certificate and affidavit on the Stamp paper worth Rs.100/- duly signed by Taluka Magistrate/Notary and copy of the Statement of marks / Degree Certificate. The DD of Rs. 1010/- in favour of The Finance and Account Officer, Shivaji University, Kolhapur Payable at Kolhapur of any Nationalized Bank. The application form is available on the above website. All these document be sent to The Controller of Examination, Shivaji University, Kolhapur-416 004, Maharashtra (India). They will get the Duplicate Degree Certificate within 15 to 20 days after receiving the above documents.

- **Verification of Degree Certificate**

1. Application / Letter for verification of Degree Certificate.
2. Copy of final year marksheet and degree certificate along with application be send to the "The Controller of Examinations, Shivaji University, Kolhapur"
3. Fees Rs. 200/- per copy of degree certificate be paid in the form of DD of any Nationalized Bank in favour of the Finance and Accounts Officer, Shivaji University, Kolhapur payable at Kolhapur, (Maharashtra). On receipt of above (1), (2) and (3) Verification report will be send by post on the address given.

SHIVAJI UNIVERSITY, KOLHAPUR
Application for the Attestation of Degree Certificate



Shri./Smt. -----

Present Address: -----

Mobile No. -----

Phone No.-----

To,
 The Controller of the Examinations
 Shivaji University,
 Kolhapur.

Sir,

I wish to get my ----- (Name of the Degree) Degree Certificate
 duly attested by the Shivaji University, Kolhapur for the propose of -----

Thanking you,

Yours faithfully,

(Signature)

(Name : -----)

Instructions:

- 1) For Attestation of Degree fee is Rs.200/-, payment may be made by cash or D.D. (D.D. in favour of Finance & Accounts Officer, Shivaji University, Kolhapur).
- 2) Attach number of copies of your Degree as per your requirement plus attach one extra copy of Certificate and one copy of final year marksheet.