

# STUDENTS FACILITATION CENTRE

- **Nodal Officer** : **Capt. (Dr.) N. P. Sonaje**  
Dy. Registrar, Shivaji University, Kolhapur
- **Contact Details** : **Phone No.** : 0231-2609411 / 2609104 / 2609112.  
**Website** : [www.unishivaji.ac.in](http://www.unishivaji.ac.in)  
**Email- Id** : [sfc@unishivaji.ac.in](mailto:sfc@unishivaji.ac.in)  
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Student Facilitation Centre (SFC) was inaugurated on 6<sup>th</sup> October, 2013 at the auspices hands of Hon'ble Dr. Bhalchandra Mungekar, the well-known Economist and the former Member of Planning Commission of India. The centre consider the student as the central beneficiaries. The prime objective of the SFC is to make available Migration Certificates, Transfer Certificates, Duplicate Mark Sheets, Passing / Merit / Rank Certificates, Verification of Mark Sheet, Attestation, Transcripts and Change in name available to the students in an easy way. The students can thus avail themselves of all such facilities under one roof, within the minimum required time.

Students those who had passed their final year examination during or after the Academic Year 2001-2002, will get following facilities within prescribed time against the facility. **For other students it may take little more time.**

क्र.	उपलब्ध सुविधा	मिळणेचा कालावधी	
1.	स्थलांतर दाखला (Migration Certificate)	०१ दिवस (01 Days)	
2.	संस्थांतर दाखला स्थलांतर दाखला (Transfer Certificate / Migration Certificate)		
3.	दुबार गुणतक्ता (Duplicate Marks Sheet)		
4.	उत्तीर्ण/गुणतक्ता प्रमाणपत्र (Passing / Merit / Rank Certificate)		
5.	गुणतक्ता साक्षांकण (Attestation of Mark Sheet)	०८ दिवस (08 Days)	
6.	ट्रान्स्क्रिप्ट (Transcripts)	तात्काळ (Urgent)	०८ दिवस (08 Days)
		नियमित (Regular)	२५ दिवस (25 Days)
7.	चेंज इन नेम (Change in Name)	१० दिवस	
8.	गुणतक्ता पडताळणी (Verification of Mark Sheets)	(10 Days)	

## 1. Transfer Certificate

## 2. Transfer/Migration Certificate

- Download the application form from [www.unishivaji.ac.in](http://www.unishivaji.ac.in) → Examinations → Download or obtain it from Shivaji University Consumers Store.
- Fees:
  - Only transfer certificate (for distance learners/external students) : Rs. 50/-
  - Migration Certificate : Rs. 100/-
  - Transfer and migration certificate (combine) : Rs. 150/-
  - Postage (if required by post) : Rs. 30/-
- Documents to be enclosed :
  - Application form, duly signed by Principal of the last college attended (for regular students)
  - Duplicate Transfer Certificate (for regular students)
  - Mark sheet of the last examination attended
  - Cash receipt or demand draft
  - Envelope of size 11cm x 5cm with university / college address where the student has secured admission / desirer to seek admission (if required by post)
- If the Certificate is to be obtained by hand, contact this office at 5.30 p.m. on the same day or it will be sent to the addressee by post.

### संस्थांतर दाखला

### संस्थांतर/स्थलांतर दाखला

- दाखला मागणी अर्ज विद्यापीठ संकेतस्थळ [www.unishivaji.ac.in](http://www.unishivaji.ac.in) Examinations → Download Forms येथून उपलब्ध करून घ्यावा अथवा शिवाजी विद्यापीठ कॅम्प्युसर्स स्टोअर्स मधून प्राप्त करून घ्यावा.
- दाखला शुल्क
  - फक्त संस्थांतर दाखला शुल्क (बहिःस्थ/दूर शिक्षण विद्यार्थ्यांसाठी) : रु. ५०
  - स्थलांतर दाखला शुल्क : रु. १००
  - संस्थांतर व स्थलांतर दाखला शुल्क (दोन्हीसाठी एकत्रित) : रु. १५०
  - टपालाने हवा असल्यास (अधिकचे) : रु. ३०
- दाखला मागणी अर्जासोबत खालील कागदपत्रे जोडावीत.
  - विद्यार्थी पूर्वी ज्या महाविद्यालयात शिकत होता त्या महाविद्यालयाच्या प्राचार्यांच्या स्वाक्षरी व शिक्क्यानिशी सदर अर्ज सादर करावा.
  - दुय्यम संस्थांतर दाखला
  - अंतिम परीक्षेचे गुणपत्रकांची छायांकित प्रत.
  - दाखला शुल्क भरल्याची पावती / धनाकर्ष.
  - दाखला पोस्टाने हवा असल्यास नवीन प्रवेशित महाविद्यालयाचा / विद्यापीठाचा पत्ता लिहिलेला ११ सेंमी X ५ सेंमी आकाराचा लखोटा.
- दाखला हस्तपोहच हवा असल्यास त्याच दिवशी सायंकाळी ५.३० नंतर मिळेल अन्यथा पोस्टाने पाठविला जाईल.

**Shivaji Universtiy, Kolhapur**  
**Student Facilitation Center**  
**Application form for Migration Certificate (M.C.) (Regular Student)**

To,  
The Controller of Examinations,  
Shivaji University,  
Kolhapur – 416 004.

1. Name - \_\_\_\_\_  
(Surname) (First Name) (Father/Husband Name)
2. Mother's Name - \_\_\_\_\_
3. Address for communication \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Pin Code - \_\_\_\_\_
4. e - mail I/D- \_\_\_\_\_
5. Telephone No. with STD code No. - \_\_\_\_\_ Mobile No. - \_\_\_\_\_
6. Last examination details - 10 digit PRN - \_\_\_\_\_  
- 16 digit PRN - \_\_\_\_\_
- Name of the college - \_\_\_\_\_
  - Name of the examination - \_\_\_\_\_
  - Month & Year of the examination - \_\_\_\_\_
  - Examination Seat No. - \_\_\_\_\_
  - Result - \_\_\_\_\_  
(Please attach the self attested photo copy of the mark-sheet & Duplicate T.C. taken from the last college)
7. Proposed course for which admission sought - \_\_\_\_\_
8. Proposed college / University dept. for which admission sought - \_\_\_\_\_
9. Address of the proposed college / University dept. - \_\_\_\_\_  
\_\_\_\_\_
10. Affiliated University of the proposed college - \_\_\_\_\_  
(Please attach the admission proof, such as copy of the receipt of the fee / Allotment letter)

Date -

**Signature of the student**

If you are sending the application by post, please attach following documents with the application.

- Copy of the last examination mark-sheet.
- Duplicate T.C. obtained from the last college.
- Copy of admission proof at proposed college.
- Self addressed envelope without stamp.
- Demand draft of Rs. 130/- of any nationalized / scheduled bank, in favor of, "Finance and Account Officer, Shivaji university, Kolhapur, payable at Kolhapur." or receipt of fee paid at University.
- He / She has been student of the \_\_\_\_\_ college since \_\_\_\_\_ <year> and left in the \_\_\_\_\_ <year>. The transfer certificate is sent herewith in duplicate. On behalf of this candidate no application for Migration certificate has been made previous to this date.

Date -

**Signature and Seal of the Principal of College**

# Shivaji Universtiy, Kolhapur

## Student Facilitation Center

### Application form for Transfer Certificate (T.C.)

(For External / Distance Education / University Department Student only)

To,

The Controller of Examinations,  
Shivaji University,  
Kolhapur – 416 004.

1. Name - \_\_\_\_\_  
(Surname) (First Name) (Father/Husband Name)
2. Mother's Name - \_\_\_\_\_
3. Address for communication - \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Pin Code - \_\_\_\_\_
4. e - mail I/D- \_\_\_\_\_
5. Telephone No. with STD code No. - \_\_\_\_\_ Mobile No. - \_\_\_\_\_
6. Last examination details - 10 digit PRN - \_\_\_\_\_  
- 16 digit PRN - \_\_\_\_\_
  - Center of distance education - \_\_\_\_\_
  - Name of the examination - \_\_\_\_\_
  - Month & Year of the examination - \_\_\_\_\_
  - Examination Seat No. - \_\_\_\_\_
  - Result - \_\_\_\_\_
7. Proposed course for which admission sought - \_\_\_\_\_  
**(Please attach the self attested photo copy of the mark- sheet)**
8. Proposed college / University dept. for which admission sought - \_\_\_\_\_
9. Address of the proposed college / University dept. - \_\_\_\_\_  
\_\_\_\_\_
10. Affiliated University of the proposed college - \_\_\_\_\_  
**(Please attach the admission proof, such as copy of the receipt of the fee / Allotment letter)**

Date -

**Signature of the student**

If you are sending the application by post, please attach following documents with the application.

- Copy of the last examination mark-sheet.
- Copy of admission proof at proposed college.
- Self address envelope without stamp.
- Demand draft of Rs. 80/- of any nationalized / scheduled bank , in favor of, "Finance and Account Officer, Shivaji university, Kolhapur, payable at Kolhapur." or receipt of fee paid at University.
- Application is forwarded for further procedure. \_\_\_\_\_

1. External / Distance student obtain remark from Distance Education Center
2. University Department student obtain remark from P.G. admission section.

# Shivaji Universtiy, Kolhapur

## Student Facilitation Center

### Application form for Migration Certificate (M.C.)

(For External / Distance Education / University Department Student only)

To,  
The Controller of Examinations,  
Shivaji University,  
Kolhapur – 416 004.

1. Name - \_\_\_\_\_  
(Surname) (First Name) (Father/Husband Name)
2. Mother's Name - \_\_\_\_\_
3. Address for communication- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Pin Code - \_\_\_\_\_
4. e-mail I/D - \_\_\_\_\_
5. Telephone No. with STD code No. - \_\_\_\_\_ Mobile No. - \_\_\_\_\_
6. Last examination details - 10 digit PRN - \_\_\_\_\_  
- 16 digit PRN - \_\_\_\_\_
- Center of distance education - \_\_\_\_\_
  - Name of the examination - \_\_\_\_\_
  - Month & Year of the examination - \_\_\_\_\_
  - Examination Seat No. - \_\_\_\_\_
  - Result - \_\_\_\_\_

(Please attach the self attested photo copy of the mark- sheet )
7. Proposed course for which admission sought - \_\_\_\_\_
8. Proposed college /University dept. for which admission sought - \_\_\_\_\_
9. Address of the proposed college / University dept. - \_\_\_\_\_  
\_\_\_\_\_
10. Affiliated University of the proposed college - \_\_\_\_\_  
(Please attach the admission proof, such as copy of the receipt of the fee / Allotment letter)

Date -

**Signature of the student**

If you are sending the application by post, please attach following document with the application.

- Copy of the last examination mark-sheet.
- Application for Transfer Certificate.
- Copy of admission proof at proposed college.
- Self address envelop without stamp.
- Demand draft of Rs. 50 (T.C.) + 100 (M.C.) + 30 (Postage) = 180/- of any nationalized / scheduled bank , in favor of, "Finance and Account Officer, Shivaji university, Kolhapur, payable at Kolhapur." or receipt of fee paid at University.

### 3. Duplicate Mark Sheet

- Download the application form from [www.unishivaji.ac.in](http://www.unishivaji.ac.in) → Examinations → Download Forms or obtain it from the Shivaji University Consumers Store.
- Check the duly filled application form for examination, semester, month, year and seat number.
- Fees (per mark sheet):
  - Within 10 years from the day : Rs. 100/-
  - More than 10 years from the day : Rs. 150/-
  - Postage (if required by post) : Rs. 30/-
  - Cash Receipt / Demand Draft
- If certificate is to be obtained by hand, contact this office at 5.30 p.m. on the same day or it will be sent to the addressee by post.
- If the examination appeared was more than 10 years from the day, the Duplicate Mark-sheet will be sent by post after 15 days.

#### दुबार गुणतक्ता

- दाखला मागणी अर्ज विद्यापीठ संकेतस्थळ [www.unishivaji.ac.in](http://www.unishivaji.ac.in) → Examinations → Download Forms येथून उपलब्ध करून घ्यावा अथवा शिवाजी विद्यापीठ कॅम्प्युसर्स स्टोअर्स मधून प्राप्त करून घ्यावा.
- दुबार गुणतक्ता मागणी अर्जातील माहिती (परीक्षेचे नाव, सत्र, बैठक क्रमांक, महिना आणि वर्ष इ.) भरल्याची खात्री करावी.
- दुबार गुणतक्ता मिळणेसाठी प्रती गुणतक्ता शुल्क खालीलप्रमाणे राहिल,
  - मागणी केलेल्या दिवसापासून मागील १० वर्षांपर्यंतचा कालावधी : रु. १००.
  - मागणी केलेल्या दिवसापासून मागील १० वर्षांपेक्षा जास्त कालावधीचा : रु. १५०.
  - पोस्टाने हवा असल्यास (अधिकचे) : रु. ३०.
  - गुणतक्ता पोस्टाने हवा असल्यास स्वतःचा पत्ता लिहिलेला ११ सेंमी X ५ सेंमी आकाराचा लखोटा जोडावा.
  - शुल्क भरल्याची पावती / धनाकर्ष
- दाखला हस्तपोहच हवा असल्यास त्याच दिवशी सायंकाळी ५.३० नंतर मिळेल, अन्यथा पोस्टाने पाठविला जाईल.
- दहा वर्षांपूर्वीचा गुणतक्ता १५ दिवसांनी मिळेल.

**Shivaji Universtiy, Kolhapur**  
**Student Facilitation Center**  
**Application for Duplicate Statement of Marks**

To,  
 The Controller of Examinations,  
 Shivaji University,  
 Kolhapur – 416 004.

Sir,

I request you to issue me the following duplicate statement of marks. My particulars are as under.

Full name of the student - \_\_\_\_\_

Address - \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

e-mail I/D - \_\_\_\_\_

Telephone No.- \_\_\_\_\_ Mobile No.- \_\_\_\_\_

**Details of Duplicate Statement of Marks**

Name of the Exam					
Part/Sem. No.					
Subject/Branch					
Seat No. of Exam.					
Month of Exam.					
Year of Exam.					
PRN					
Name of the college					

Date-

**Signature of the Student**

Instructions -

1. Fee of the duplicate statement of marks up to last 10 years Rs. 100/- for each & before last 10 years Rs.150/- for each
2. If you are demanding the duplicate statement of marks by post you have to send application form with demand draft for appropriate fee including postal charges Rs. 30/-. DD should be drawn from any nationalized bank or scheduled bank in favor of "Finance and Account Officer, Shivaji University, payable at Kolhapur", or receipt of fee paid at University.
3. Attach self addressed envelope without stamp to the application.
4. Before the year of 2002, statement of marks will be sent by post only after the 15<sup>th</sup> days.
5. Any administrative reason the statement of marks is not prepare ready it will be sent by post in due course.
6. Fees once paid will not be refunded.
7. Incomplete and wrong details in application will not be entertained and no correspondence will be made.

#### 4. Passing / Merit / Rank Certificates

- Download the application form from [www.unishivaji.ac.in](http://www.unishivaji.ac.in) → Examinations → Download or obtain it from the Shivaji University Consumers Store.
- Attach the final year mark sheet with the application form.
- Fees:
  - Passing Certificates : Rs. 100/-
  - Merit Certificate : Rs. 100/-
  - Rank Certificate : Rs. 100/-
  - Postage (if required by post) : Rs. 30/-
  - Cash Receipt / Demand Draft
- If the certificate is required by post, attach the self addressed envelope of size 11cm x 5cm.
- If the certificate is to be obtained by hand, contact this office at 5.30 p.m. on the same day or it will be sent to the addressee by post.
- For Degree Certificate please contact to the Convocation Section - 0231-2609113

#### उत्तीर्ण प्रमाणपत्र/गुणवत्ता प्रमाणपत्र

- दाखला मागणी अर्ज विद्यापीठ संकेतस्थळ [www.unishivaji.ac.in](http://www.unishivaji.ac.in) → Examinations → Download Forms येथून उपलब्ध करून घ्यावा अथवा शिवाजी विद्यापीठ कॅम्प्युसर्स स्टोअर्स मधून प्राप्त करून घ्यावा.
- अर्जासोबत अंतिम वर्षाच्या गुणतक्त्याची छायांकीत प्रत जोडावी.
- शुल्क :
  - उत्तीर्ण प्रमाणपत्र : रु. १००/-
  - गुणवत्ता क्रमांक प्रमाणपत्र (मेरिट/रँक) : रु. १००/-
  - पोस्टाने पाहिजे असल्यास अधिकचे : रु. ३०/-
  - शुल्क भरल्याची पावती/धनाकर्ष
- उपरोक्त दाखले पोस्टाने हवे असल्यास आपला पत्ता लिहिलेला ११ सेंमी X ५ सेमी आकाराचा लखोटा सोबत जोडावा.
- दाखला हस्तपोहच हवा असल्यास त्याच दिवशी सायंकाळी ५.३० नंतर मिळेल अन्यथा पोस्टाने पाठविला जाईल.
- पदवी प्रमाणपत्राकरीता दीक्षान्त विभागाशी संपर्क साधावा - ०२३१-२६०९११३



## 5. Attestation of Documents (Mark Sheets)

- For Documents Attestation of Mark Sheets, Passing Certificates, Rank Certificates, Merit Certificates, Migration Certificates, the student should apply on plain paper addressing to the Controller of Examinations, Shivaji University, Kolhapur, along with number of copies to be attested plus one additional copy.
- Fees (per copy):
  - Photocopy of certificate /mark sheet : Rs. 25/-
  - Original certificate/mark sheet : Rs. 50/-
  - Postage (within India) : Rs. 30/-
  - Postage (outside India) : Rs. 250/-
  - Cash Receipt / Demand Draft
- If the certificate is required by post, attach the self- addressed envelope of size 11cm x 5cm.
- For the attestation of Degree Certificate please contact to the Convocation Section - 0231-2609113 / 2609101.

### कागदपत्रे साक्षांकन करणे

- खालीलप्रमाणे कागदपत्रे साक्षांकन करण्यासाठी मा. परीक्षा नियंत्रक, शिवाजी विद्यापीठ, कोल्हापूर यांचे नावे साध्या कागदावर अर्ज करावा. अर्जासोबत जी कागदपत्रे (गुणतक्ते, उत्तीर्ण प्रमाणपत्र, गुणवत्ता प्रमाणपत्र, गुणवत्ता प्रमाणपत्र व स्थलांतर प्रमाणपत्र) साक्षांकन करावयाची आहेत त्याच्या आपल्याला आवश्यक आहेत तितक्या प्रती पेक्षा एक जादा प्रत जोडावी.
- शुल्क (प्रत्येक प्रतिसाठी):
  - दाखला/गुणतक्त्याची छायांकीत प्रत : रु. २५/-
  - मूळ दाखला/गुणतक्ता : रु. ५०/-
  - दाखले पोस्टाने हवे असल्यास (भारतामध्ये) : रु. ३०/-
  - दाखले पोस्टाने हवे असल्यास (भारताबाहेर) : रु. २५०/-
  - शुल्क भरल्याची पावती / धनाकर्ष
- उपरोक्त दाखले पोस्टाने हवे असल्यास आपला पत्ता लिहिलेला ११ सेंमी. X ५ सेंमी आकाराचा लखोटा सोबत जोडावा.
- पदवी प्रमाणपत्राच्या साक्षांकन करिता दीक्षान्त विभागाशी संपर्क साधावा ०२३१-२६०९११३/२६०९१०१

# Shivaji Universtiy, Kolhapur

## Student Facilitation Center

### Application form for attestation of statement of marks and passing/merit/rank certificate.

To,  
The Controller of Examinations,  
Shivaji University,  
Kolhapur – 416 004.

Subject – Attestation of statement of marks/passing/merit/rank certificate.

Sir,

I am in need of attestation of the statement of marks/passing/merit/rank certificate, of \_\_\_\_\_  
<nos> copies of my \_\_\_\_\_ examination. I herewith attach \_\_\_\_\_<nos> number of  
copies (required copies plus one copy of each) for the said purpose. Kindly sent the attested  
copies of the certificates on my following address.

1. Name - \_\_\_\_\_  
(Surname) (First Name) (Father/Husband Name)
2. Mother's Name - \_\_\_\_\_
3. Address - \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Pin Code - \_\_\_\_\_
4. e - mail I/D - \_\_\_\_\_
5. Telephone No. with STD code No. - \_\_\_\_\_ Mobile No. - \_\_\_\_\_

Date - \_\_\_\_\_

**Signature of the student**

Instructions -

1. Fee for attestation of one photocopy of certificate or mark-sheet is Rs. 25/- and original certificate or mark-sheet is Rs.50/- .
2. Please attach additional one copy of certificate or mark-sheet for office use.
3. If you are demanding the attestation by post you have to send application form with the document to be attested with demand draft for the appropriate fee including postal charges Rs. 30/-. DD should be drawn from any nationalized bank or scheduled bank in favor of "Finance and Account Officer, Shivaji University, payable at Kolhapur".
4. Fees once paid will not be refunded.
5. Incomplete and wrong details in application will not be entertained and no correspondence will be made.

## 6. Transcripts

- Transcripts are issued to those students who desire to undertake further study at foreign university or to seek employment in foreign countries.
- The student should apply addressing to the Controller of Examinations, Shivaji University, Kolhapur, specifying the reason for which the same is required. Please see the format of the application.
- Fees (to be paid for each attempt of examination whether passed/fail/ ATKT/absent etc.)
  - Urgent Process(Delivery within 08 working days). : Rs. 800/- (for each attempt part wise / semester wise)
  - Regular Process (Delivery within 25 working days). : Rs. 300/- (for each attempt part wise / semester wise)
  - Postage (within India) : Rs. 100/-  
(outside India) : Rs. 250/-
- Attach the following documents with the application form:
  - Photo copy of all mark sheets (whether pass/fail/ ATKT/absent) in chronological order
  - Fees paid receipt or demand draft

## गुणतक्ता उतारा (ट्रान्सक्रिप्ट)

- जे विद्यार्थी परदेशी विद्यापीठामध्ये शिक्षण घेऊ इच्छितात किंवा परदेशात नोकरी करू इच्छितात त्यांना गुणतक्ता उतारा दिला जातो.
- ज्या विद्यार्थ्यांना गुणतक्ता उतारा आवश्यक आहे त्यांनी मा. परीक्षा नियंत्रक, शिवाजी विद्यापीठ, कोल्हापूर यांचे नांवे अर्ज करावा. उतारा ज्या कारणासाठी आवश्यक आहे ते नमूद करून स्वतःची व परीक्षेचे सर्व माहिती लिहावी. (अर्जाचा नमुना पहावा)
- शुल्क (प्रती भाग/सत्र/उत्तीर्ण/अनुत्तीर्ण/एटीकेटी/गैरहजर):
  - तात्काळ प्रक्रिया (देण्याचा कालावधी ०८ कार्यालयीन कामकाजाचे दिवस) : रु. ८००/-
  - नियमित प्रक्रिया (देण्याचा कालावधी २५ कार्यालयीन कामकाजाचे दिवस) : रु. ३००/-
  - उतारा टपालद्वारे (भारतात) : रु. १००/-
  - उतारा टपालद्वारे (भारताबाहेर) : रु. २५०/-
- अर्जासोबत संबंधित परीक्षेच्या सर्व (उत्तीर्ण/अनुत्तीर्ण/गैरहजर) गुणतक्त्याच्या झेरॉक्स प्रती जोडाव्यात.
- शुल्क जमापावती किंवा धनाकर्ष



**Shivaji Universtiy, Kolhapur****Student Facilitation Center****Application form for Change in name.**

(Please read all instructions in Appendix 'A')

Case No. - \_\_\_\_\_

To,  
The Registrar,  
Shivaji University,  
Kolhapur – 416 004.

Sir,

I would like to apply for a change to be made in my name in the university record.

My particulars are as follows. –

1. Old name of the student - \_\_\_\_\_
2. Last examination appeared - \_\_\_\_\_  
(Please attach the copy of the mark-sheet)
3. Appearing examination - \_\_\_\_\_ in the month and year - \_\_\_\_\_
4. Name of the college or center of the distance education - \_\_\_\_\_  
\_\_\_\_\_
5. New name to be made on the university record - \_\_\_\_\_
6. Supporting document attached herewith for change in name – (Please tick mark ✓ )
  - Gazette
  - Marriage certificate
  - Affidavit

I hereby solemnly declare that the information furnished by me in this application is true to the best of my knowledge and belief. I further state that I have not migrated from this university.

Full signature of the student - 1. - \_\_\_\_\_  
(As per old name)

Date - 2. - \_\_\_\_\_  
(As per new name)

New name - \_\_\_\_\_

Address - \_\_\_\_\_  
\_\_\_\_\_

e-mail I/D - \_\_\_\_\_

Telephone No. with STD code No. - \_\_\_\_\_ Mobile No. - \_\_\_\_\_

**Endorsement**

Forwarded to the Registrar, Shivaji University, Kolhapur for necessary action. The information supplied by the applicant student is checked and found correct. I have no objection for the change in the name to be made.

**Signature & seal of the Principal / Co-ordinator, Center for Distance Education.****Instructions –**

1. Fee for change in name is Rs. 100/-
2. Demand draft of Rs. 100/- of any nationalized / Scheduled Bank , in favor of, "Finance and account officer, Shivaji university, Kolhapur. Payable at Kolhapur." or receipt of fee paid.
3. Student of the college should send the application through the principal.
4. Student of the distance education should send the application through the principal of the center of the distance education or through the distance education, Shivaji University, Kolhapur.
5. Please attach the copy of the mark-sheet of the last / previous examination, and original gazette or marriage certificate or affidavit on the stamp paper of Rs.100/-.

## SHIVAJI UNIVERSITY, KOLHAPUR

**(Rules regarding change of name of a University Student in the records of the University)**

A student, who is enrolled in the University and who desires to have a change made in his name as recorded in the University records shall apply to the Registrar in Form 'A' appended to this rules together with a fee of Rs. 100/- which shall be nonrefundable.

1. a) No Change in his/her name will be made in the past records of the University.
2. i) No Change of name in the records of the University may be sanctioned on any one of the following grounds, namely;
  - a) a woman, who in consequence of her marriage desires a change in her name;
  - b) a widow who in consequence of her remarriage desires to change in her name'
  - c) a married woman who has obtained a degree absolute for divorce of annulment of her marriage from a court of law and desires change in her name;
  - d) a person who desires a change in name in consequence of adoption;
  - e) a person who has assumed a new name in such circumstances as may be specified by the order of the Central Government or a State Government, and
  - f) for any other sufficient cause.
 ii) A change of name shall include a change in the name in full or portion thereof or a change in the spelling of any portion of the name.
3. The application as aforesaid shall in the case of grounds mentioned in any of the items from 2(i)(a) to (e) (both inclusive) shall be accompanied by an appropriate official document evidencing the ground for the change or in the alternative by an affidavit evidencing the same. In the case of ground failing under item 2 (i) (f) ground on which the change is applied for;
  - a) The original copy of the marriage registration Certificate/Affidavit/page of the Maharashtra Government Gazette /Attested copy of the adoption deed will be retained in this office for records.

**Explanation :** Appropriate official document, in respect of each of items 2 (i) (a) to (e) both inclusive shall be as given in the table appended to this Rules.

4. i) If the application for a change is based on an item comprised in items 2 (i) (a) to (e) and is in order, the Registrar shall grant it by directing the necessary change in the name to be made in the University records, and shall issue a letter to the concerned Principal with a copy to the student confirming the change made in the name as applied for.
- ii) If the application falls under item 2 (i) (f) and the Registrar finds it in order, he shall grant it and order action as in subparagraph (i) If, however, the Registrar does not consider the ground as sufficient for ordering the change in the University records, he may reject it.

**TABLE**

(See "Explanation" under para 3 of the Rules)

Item of para 2 (i) Appropriate Official Document.

a)	and b)	..	Registration Certificate of Marriage or Affidavit or other reliable document in support of the marriage
c)		..	Original copy of Degree Absolute for Divorce or Degree of Annulment of marriage
d)		..	Original copy of Deed of Adoption deed which will be returned after verification and retaining its duly attested copy.
e)		..	Original copy of gazette copy containing the order of the appropriate Government.

## 8. Verification of Documents (Mark Sheets)

- For the documents verification of Mark Sheets, Passing Certificates, Rank Certificates, Merit Certificates, Migration Certificates, the Institute should apply on their letter head addressing to the Controller of Examinations, Shivaji University, Kolhapur, along with copies of the document(s) to be verified.
- Fees (per copy) for Indian institute:
  - Mark sheet for the examination appeared,
    - Within 10 years from the day : Rs. 250/-
    - More than 10 years from the day : Rs. 500/-
  - Postage : Rs. 30/-
- Fees (per copy) for foreign institute:
  - Mark Sheet for the examination appeared,
    - Within 10 years from the day : Rs. 1250/-
    - More than 10 years from the day : Rs. 2500/-
  - Postage : Rs. 250/-
  - Cash Receipt/Demand Draft
- The documents will be sent by post after 10 working days to the addressee.
- For the Verification of the Degree Certificate please contact to the Convocation Section - 0231-2609113 / 2609101

### कागदपत्रे पडताळणी करणे

- खालीलप्रमाणे कागदपत्रे पडताळणी करण्यासाठी महाविद्यालय/संस्थांनी त्यांच्या लेटर हेड वर मा. परीक्षा नियंत्रक, शिवाजी विद्यापीठ, कोल्हापूर यांचे नावे अर्ज करावा. जी कागदपत्रे (गुणतक्ते, उत्तीर्ण प्रमाणपत्र, गुणवत्ता प्रमाणपत्र, गुणवत्तायादी प्रमाणपत्र व स्थलांतर प्रमाणपत्र) पडताळणी करावयाची आहेत त्याची छायांकीत प्रत सोबत जोडावी.
- शुल्क :
  - भारतीय संस्थांसाठी :
    - दहा वर्षांपर्यंतचे गुणतक्ते : रु. २५०/-
    - दहा वर्षांपूर्वीचे गुणतक्ते : रु. ५००/-
    - दाखले पोस्टाने हवे असल्यास : रु. ३०/-
  - परदेशी संस्थांसाठी
    - दहा वर्षांपर्यंतचे गुणतक्ते : रु. १२५०/-
    - दहा वर्षांपूर्वीचे गुणतक्ते : रु. २५००/-
    - दाखले पोस्टाने हवे असल्यास : रु. २५०/-
    - शुल्क भरल्याची पावती / धनाकर्ष
- पडताळणी केलेले दाखले १० कार्यालयीन कामकाजाच्या दिवसात दिलेल्या पत्त्यावर पाठविले जातील.
- पदवी प्रमाणपत्र पडताळणीबाबत दीक्षान्त विभागाशी संपर्क साधावा - ०२३१-२६०९११३ / २६०९१०१