



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
Information Regarding Degree Certificate

Sr. No.	Description	Fees
1	a) Application for the Degree Certificate b) With Late Fee c) With Super Late Fee	Rs. 250/- Rs. 350/- Rs. 850/-
2	Application for the Urgent Degree Certificate	Rs. 2750/-
3	Application for Duplicate Degree Certificate	Rs. 1010/-
4	Attestation of Degree Certificate	Rs. 200/- (for each copy)
5	Verification of Degree Certificate	Rs. 200/-
	a) For Indian Agencies /Companies.	Rs. 200/- (for each copy)
	b) For Foreign Agencies /Companies	Rs. 1000/-
	c) Provisional/Special Certificate	Rs. 100/-

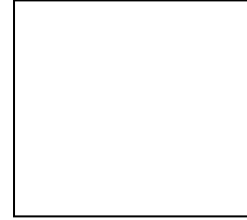
Information :-

- 1) Convocation form will be available on university website (online) in the month of June of every year.
- 2) Application form for Urgent Degree Certificate as per (548 A) is available on the website www.unishivaji.ac.in.
- 3) Application form for Duplicate Degree Certificate is also available on the website www.unishivaji.ac.in.



SHIVAJI UNIVERSITY, KOLHAPUR
Application for **Urgent Degree Under “Statute 548(A)”** after Convocation

To,
THE CONTROLLER OF EXAMINATION
SHIVAJI UNIVERSITY,
KOLHAPUR 416 004



Sir,
I hereby apply to obtain my Degree /Diploma/Certificate Under “Statute 548(A)” (Urgent Degree Certificate)

1. Name of the Student	: Shri/Smt
2. Mother's Name	:
3. Faculty /Course Name	:
4. Seat Number	: PRN Number :
5. Month & Year of Passing the Examination	:
6. Class obtained	:
7. Special Subject	:
8. Address for Communication	:
9. Phone No/Mobile No/	:
10. Convocation Fees	: 2750/- In the Form of : Cash OR D.D. Give the D.D. No. ----- Date with Name of the Bank-----

DECLARATION :

I declare that this information submitted by me is true to the best of my knowledge and I agree with the rules of convocation.

I am also aware that the information submitted by me shall be verified with the current records available with the SHIVAJI UNIVERSITY and on verification the conferring Degree/Diploma/Certificate shall be allocated to me.

I have carefully read the following instructions and agree with the same.

Signature of the Student

INSTRUCTIONS :

1. All the entries in the form should be filled in neatly and correctly. Incorrect and incomplete form and forms with insufficient information will not be accepted.
2. A true copy of final years mark list must be attached.
3. Two copies of recent photo – one stapled with the form and one pasted in the space provided.
4. D.D. of Rs. 2750/- - should be enclosed with the application .(D.D should be of any Nationalised bank and drawn in favour of “FINANCE & ACCOUNTS OFFICER ” Shivaji University, Kolhapur. payable at Kolhapur.
5. For submission in person obtain the remarks from Convocation Section. Then deposit fee of Rs.2750/- in the Cash Section, Room No .107 Main Building and return the form to the Convocation Section.
6. Urgent Degree Certificate will be issued within 40 days from the receipt of the complete application form. This is a provision and facility for the student of this University, and not a right.
7. The students who have already submitted an application for degree certificates, they need not apply under this scheme.
8. Application fee paid under this scheme is non-refundable.