# Shivaji University, Kolhapur

## Students Facilitation Center

**Application for 1) Passing Certificate** 

2) Merit Certificate

3) Rank Certificate

4) Medium of Instruction Certificate

5) Special Certificate

(Please use separate form for each type of certificate)

To,				
Director,				
	ations and Evaluat	ion		
Shivaji University	•			
Kolhapur – 416	004.			
Sir,				
	to issue me		certificate.	
My details are as	under –			
1. Name -				
0 DDM	(Surname)	(First Name)	(Father/Husband Name)	_
2. PRN				
3 Mother's Name	e			
3. Address -			<u> </u>	
-				
			Pin Code	
4. e - mail				
			Mobile No	
<ul> <li>Name of the</li> </ul>	he college -			
• Name of t	he examination -			
• Month & `	Year of the exami	nation		

#### Date -

### Signature of the student

#### Instructions-

- 1. Fees of the certificate is Rs. 100/-.
- 2. If you are demanding the certificate by post you have to send application form with demand draft for Rs.130/- 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. If the concerned document required out of India, it will be sent by courier services and charges will be varies actual time to time. In this case applicants will be informed by Students Facilitation Centre (SFC)
- 4. Attach self addressed envelope without stamp to the application.
- 5. Fees once paid will not be refunded.
- 6. Incomplete and wrong details in application will not be entertained and no correspondence will be made.
- 7. For Medium of Instruction, please attach First year mark sheet (Sem 1/Part 1) and final year mark sheet with the application form.
- 8. Please attach photocopy of the letter of merit & letter of rank in connection with merit/rank certificate.