

Shivaji University, Kolhapur

Students Facilitation Center

Application form for Attestation of Statement of Marks and passing/merit/rank certificate.

To,
Director,
Board of Examinations and Evaluation
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 - _____

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. 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)
5. If the attestation is required outside India, contact this section.
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.