

Shivaji University, Kolhapur

Students Facilitation Center

Application form for Transcript

To,
Director,
Board of Examinations and Evaluation
Shivaji University,
Kolhapur – 416 004.

Subject – Issue of the Transcript. (I have read the instructions carefully.)

Sir,

I am in need of the Transcript of the statement of marks of my _____ examination. I herewith attach all copies of the mark-sheets (ABSENT / FAIL / ATKT / PASS) for the said course. (Attempt wise)

My particulars are as under.

1. Name - _____

(Surname)
(First Name)
(Father/Husband Name)
2. Mother's Name - _____
3. Address for communication - _____

 _____ Pin Code - _____
4. e - mail - _____
5. Telephone No. with STD code No. - _____ Mobile No. - _____

I herewith request you to prepare the Transcript in Urgent / Normal mode procedure, and send the _____ sets of transcript, to the following address. –

(Note: See the instruction no. 2 for the payment of fees for Urgent / Normal mode.)

Date - _____

Signature of the student

Instructions -

1. Fee for the transcript per attempt is Rs.300/- for normal mode procedure and Rs.800/- for urgent mode.
2. The transcript will be prepare within 25 working days in normal mode procedure and within 8 working days in urgent mode procedure.
3. To send the transcript by registered post in India charge is Rs.100/- and for out of India transcripts will be sent by courier services and charges will be at actual time to time. In this case applicants will be informed by Students Facilitation Centre (SFC).
4. If you are demanding the transcript by post you have to send application form with the copies of the all mark-sheets with demand draft for the appropriate fee including postal charges. DD should be drawn from any nationalized bank or scheduled bank in favor of “Finance and Account Officer, Shivaji University, payable at Kolhapur”.
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. University will provide sealed and stamped packet of the transcript. For tampering of any kind, student will be held responsible.
8. Please attach copies of the all mark-sheet attempt wise separately with the application (Compulsory)
9. In case of incomplete document or less fee paid the working days will be calculated after the completion of the document or fee.
10. Incomplete application will not be entertained and no correspondence will be made.