



SHIVAJI UNIVERSITY, KOLHAPUR
Degree Certificate Correction form

To,
The Director,
Board of Examinations and Evaluation,
Shivaji University, Kolhapur 416004

Sub :- Application for Correction in Degree Certificate.

Name of Applicant :- Shri/Smt -----
Address :- -----

-----**Pin** -----
Mob. No ----- **Emil ID** -----

Sir,
I have passed ----- examination with the Seat No ----- in the month of -----, and I got a degree certificate and No. of the same is -----
Now, I am submitting herewith the Original degree certificate and Xerox copy of final year mark list for belloved correction.

1. Name Correction (Myself/Mother/Father/Surname) :-
2. Passing Year /Class/Grade :-
3. Correction in Convocation date :-
4. Photo Correction (Must have submit a Photo Verification letter of College):-
5. If any correction in the degree certificate of **Autonomous** students, they must have submit a letter of correction from Concern College.
6. Other Correction in the Degree Certificate :- -----

Your's faithfully

Date :- / /20

Name :- ()



Shivaji Univeristy Kolhapur

Receipt of Receiving

Date:- / /20

Sub :- Original degree certificate for Correction

Shri /Smt :- ----- is passed in -----
Examination / Seat No ----- / March/October -----, and he/She is submitted the Original Degree Certificate No. ----- in this office for correction with xerox copy final year mark list dated on / /20 in this section. Thereafter, we will inform you about the corrected degree certificate, please note.

Superintendent
Convocation Section

Instructions for candidates who got the degree Certificate.

1. Degree Certificate is a very important documents please keep carefully for the same.
2. Please check the degree certificate carefully (Name/Photo/Exam./Passing year/Class/Grade etc.)
3. If any correction in the degree Certificate please Contact the Convocation Section with above application with final year mark list and submit the correction form and Rs. 400/- pay online mode fee. After that within few days take corrected degree certificate by convocation section.
4. If you have any correction in your mark list please first contact to concern examination section.
After that you have to submit a degree corrections form with **original degree certificate** in the convocation section.
5. After the convocation ceremony candidates who have got the degree certificate and if found any correction in degree certificate. Candidates will have to submit for degree correction form within one month. Correction will be make will be free of cost. And after one month candidates will have pay fee Rs 400/- for degree certificate correction
6. For soft copies of all documents are stored on the link of government of india, this website is <https://digiloker.gov.in> this link is free of cost please use this link.

**Director,
Board of Examinations and Evaluation,
Shivaji University, Kolhapur 416004**