

## STUDENTS FACILITATION CENTRE

- **Nodal Officer : Dr. P. B. Jakhale**  
I/c Dy. Registrar, Shivaji University, Kolhapur.
- **Contact Details : Phone No. : 0231-2609411/ 2609453**  
**Website : www.unishivaji.ac.in**  
**Email – Id : [sfc@unishivaji.ac.in](mailto:sfc@unishivaji.ac.in)**  
**[pbj.ar@unishivaji.ac.in](mailto:pbj.ar@unishivaji.ac.in)**

Students Facilitation Centre (SFC) was inaugurated on 6<sup>th</sup> October, 2013 by the auspicious hands of Hon'ble Dr. Bhalchandra Mungekar, the well-known Economist and the former Member of Planning Commission of India. The centre consider the student as the central beneficiaries. **The prime objective of the SFC is to make available Migration Certificates, Transfer Certificates, Second Copy of Marksheets, Passing / Special / Merit / Rank Certificates, Verification of Mark Sheet/Documents, Attestation, Transcripts and Change in Name procedure available to the students in an easy way.** The students can thus avail themselves of all such facilities under one roof, within the minimum required time.

Students those who had passed their final year examination during or after the academic year 2002-2003, will get following facilities within prescribed time. For other Students it may take little more time.

अ. क्र.	उपलब्ध सुविधा Facilities available	मिळणेचा कालावधी (कामकाजाचे दिवस) (Working Day)
1.	स्थलांतर दाखला (Migration Certificate)	(For documents after 2002) 1 दिवस (1 Day)
2.	संस्थांतर दाखला स्थलांतर दाखला (Transfer Certificate/ Migration Certificate)	
3.	दुबार गुणतक्ता (Second Copy of Mark sheet)	
4.	<a href="#">उत्तीर्ण/गुणतक्ता</a> प्रमाणपत्र (Passing/Merit/Rank Certificate)	
5.	गुणतक्ता साक्षांकन (Attestation of Mark Sheets )	4 दिवस (4 Day)
6.	ट्रान्स्क्रिप्ट (Transcripts)	तात्काळ (Urgent) 8 दिवस (8 Day)
		नियमित (Regular) 25 दिवस (25 Day)
7.	चेंज इन नेम (Change in Name )	(For documents after 2002) 5 दिवस (5 Day)
8.	गुणतक्ता/ कागदपत्रे पडताळणी (Verification of Marksheets / Documents )	
9.	विशेष <a href="#">प्रमाणपत्र/शिक्षण</a> माध्यम प्रमाणपत्र (Special Certificate/ Medium of Instructions)	3 दिवस (3 Day)

Note : For online Marksheets, Passing/Rank/Merit Certificate visit <http://studentapps.unishivaji.ac.in> this link

# 1- Transfer Certificate

## 2- Transfer / Migration Certificate

- Download the application form from [www.unishivaji.ac.in](http://www.unishivaji.ac.in) → Students → Examinations → Students Facilitation Centre → Download Forms.
- Fees :
  - Only transfer certificate (for distance learners/external students / Department Students) : Rs. 200/-
  - Migration Certificates : Rs. 250/-
  - Transfer and Migration Certificate (combine) : Rs. 450/-
  - Postage Charges (if required by post) : Rs. 30/-
- Documents to be enclosed :
  - Application form, duly signed by Principal of the last college attended (for regular Students)
  - Duplicate T.C. from last college. (For Regular Student)
  - Zerox Copy of New Admission Proof at proposed college/University.
  - Mark sheet of the last examination attended
  - Fees will be accepted by online only. Use Following link to pay online <http://paysuk.unishivaji.ac.in/BWayReceipt/auth/registration/simple>
- The Certificate will be received by hand on the same day or if there is any technical issue, then it will be sent by post to the addressee.
- For the more information contact to Students Facilitation Centre-0231-2609411/2609453  
E-Mail id - [sfc@unishivaji.ac.in](mailto:sfc@unishivaji.ac.in)

## संस्थांतर दाखला

### संस्थांतर/स्थलांतर दाखला

- दाखला मागणी अर्ज विद्यापीठ संकेतस्थळ [www.unishivaji.ac.in](http://www.unishivaji.ac.in) → Students → Examinations → Students Facilitation Centre → Download Forms येथून उपलब्ध करून घ्यावा.
- दाखला शुल्क
  - फक्त संस्थांतर दाखला शुल्क (बहिःस्थ / दूर शिक्षण विद्यार्थ्यांसाठी / अधिविभागातील विद्यार्थी ) : रु. 200 /-
  - स्थलांतर दाखला शुल्क : रु. 250 /-
  - संस्थांतर/स्थलांतर दाखला शुल्क (दोन्हीसाठी एकत्रित ) : रु. 450 /-
  - टपालाने हवा असल्यास (अधिकचे) : रु. 30 /-
- दाखला मागणी अर्जासोबत खालील कागदपत्रे जोडावीत.
- विद्यार्थी पूर्वी ज्या महाविद्यालयात शिकत होता त्या महाविद्यालयाच्या प्राचार्यांच्या स्वाक्षरी व शिक्क्यानिशी सदर अर्ज सादर करावा.
- विद्यार्थी पूर्वी ज्या महाविद्यालयात शिकत होता त्या महाविद्यालयाचा डुप्लीकेट टी. सी. (नियमित विद्यार्थ्यांसाठी)
- नविन प्रवेश घेतलेल्या महाविद्यालय / विद्यापीठ प्रवेश पावतीची छायांकित प्रत.
- अंतिम परीक्षेचे गुणपत्रकांची छायांकित प्रत.
- सदरचे शुल्क हे फक्त ऑनलाईन पध्दतीने स्वीकारले जाईल. ऑनलाईन शुल्कासाठी खालील लिंकचा वापर करावा. <http://paysuk.unishivaji.ac.in/BWayReceipt/auth/registration/simple>
- दाखला हस्तपोहच हवा असल्यास त्याच दिवशी मिळेल किंवा कोणत्याही तांत्रिक कारणास्तव दाखला तयार न झाल्यास तो पोस्टाने पाठविले जाईल.
- अधिक माहितीसाठी विद्यार्थी सुविधा केंद्र मध्ये संपर्क साधावा. संपर्क क्र. 0231-2609411 / 2609453  
ई-मेल आयडी - [sfc@unishivaji.ac.in](mailto:sfc@unishivaji.ac.in)

**Shivaji University, Kolhapur**  
**Students Facilitation Center**  
**Application form for Migration Certificate (M.C.) (Regular Student)**

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

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. - \_\_\_\_\_
6. PRN : 10 digit - \_\_\_\_\_ and / or 16 digit - \_\_\_\_\_
7. Last examination details -
  - Name of the college - \_\_\_\_\_
  - Name of the examination - \_\_\_\_\_
  - Month & Year of the examination - \_\_\_\_\_
  - Examination Seat No. - \_\_\_\_\_
  - Result - \_\_\_\_\_  
(Please attach the self attested photo copy of the mark- sheet & Duplicate T.C. taken from the last college)
8. New admission details -
  - Name of the Course - \_\_\_\_\_
  - Name of the College or University Department - \_\_\_\_\_
  - Address of the College or University Department - \_\_\_\_\_  
\_\_\_\_\_
  - Name of the Affiliated University \_\_\_\_\_  
(Please attach the admission proof, such as copy of the receipt of the fee / Allotment letter)

Date -

**Signature of the student**

If you are sending the application by post, please attach following documents with the application.

- Copy of the last examination mark-sheet.
- Duplicate T.C. obtained from the last college.
- Copy of new admission proof at proposed college.
- Self addressed envelope without stamp.
- Fees will be accepted by online only. Use following link to pay online  
<http://paysuk.unishivaji.ac.in/BWayReceipt/auth/registration/simple>
- He / She has been student of the \_\_\_\_\_ college since \_\_\_\_\_ <year> and left in the \_\_\_\_\_ <year>. The transfer certificate is sent herewith in duplicate. On behalf of this candidate no application for Migration certificate has been made previous to this date.
- For the more information contact to Students Facilitation Centre-0231-2609411/2609453  
E-Mail id - [sfc@unishivaji.ac.in](mailto:sfc@unishivaji.ac.in)
- The Certificate will be received by hand on the same day or if there is any technical issue, then it will be sent by post to the addressee.

Date -

**Signature and Seal of the Principal of College**

# Shivaji University, Kolhapur

## Students Facilitation Center

### Application form for Transfer Certificate (T.C.)

(For External / Distance Education / University Department Student only)

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

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. - \_\_\_\_\_

6. PRN : 10 digit - \_\_\_\_\_ and / or 16 digit - \_\_\_\_\_

7. Last examination details –

- Center of distance education / University Department – \_\_\_\_\_
- Name of the examination - \_\_\_\_\_
- Month & Year of the examination - \_\_\_\_\_
- Examination Seat No. - \_\_\_\_\_
- Result - \_\_\_\_\_

**(Please attach the self attested photo copy of the mark- sheet)**

8. New admission details -

- Name of the Course - \_\_\_\_\_
- Name of the College or University Department - \_\_\_\_\_
- Address of the College or University Department - \_\_\_\_\_  
\_\_\_\_\_
- Name of the Affiliated University \_\_\_\_\_

**(Please attach the admission proof, such as copy of the receipt of the fee / Allotment letter)**

Date - \_\_\_\_\_

**Signature of the student**

If you are sending the application by post, please attach following documents with the application.

- Copy of the last examination mark-sheet.
- Copy of new admission proof at proposed college.
- Self address envelope without stamp.
- Fees will be accepted by online only. Use following link to pay online  
<http://paysuk.unishivaji.ac.in/BWayReceipt/auth/registration/simple>
- For the more information contact to Students Facilitation Centre-0231-2609411/2609453  
E-Mail id - [sfc@unishivaji.ac.in](mailto:sfc@unishivaji.ac.in)
- The Certificate will be received by hand on the same day or if there is any technical issue, then it will be sent by post to the addressee.

सदर विद्यार्थ्यांचे टी. सी / एम. सी. मागणीची नोंद  
रजिस्ट्रेशन लेजरला पान क्र. \_\_\_\_\_ व अनुक्रमांक \_\_\_\_\_  
वर घेतली असून विद्यार्थ्यांने पूर्वीच्या अभ्यासक्रमाचे या  
विभागाकडे जमा केलेले आहे.

Signature & Seal

Director / Dy. Registrar/ Registrar  
Center for Distance Education /PG Admission/D.O.T.

**Shivaji University, Kolhapur**  
**Students Facilitation Center**  
**Application form for Migration Certificate (M.C.)**  
**(For External / Distance Education / University Department Student only)**

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

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. - \_\_\_\_\_

6. PRN : 10 digit - \_\_\_\_\_ and / or 16 digit - \_\_\_\_\_

7. Last examination details -

- Center of distance education / University Department -- \_\_\_\_\_
- Name of the examination - \_\_\_\_\_
- Month & Year of the examination - \_\_\_\_\_
- Examination Seat No. - \_\_\_\_\_
- Result - \_\_\_\_\_

(Please attach the self attested photo copy of the mark- sheet )

8. New admission details -

- Name of the Course - \_\_\_\_\_
- Name of the College or University Department - \_\_\_\_\_
- Address of the College or University Department - \_\_\_\_\_  
 \_\_\_\_\_
- Name of the Affiliated University \_\_\_\_\_

(Please attach the admission proof, such as copy of the receipt of the fee / Allotment letter)

Date -

**Signature of the student**

If you are sending the application by post, please attach following document with the application.

- Copy of the last examination mark-sheet.
- Application for Transfer Certificate.
- Copy of new admission proof at proposed college.
- Self address envelop without stamp.
- Fees will be accepted by online only. Use following link to pay online  
<http://paysuk.unishivaji.ac.in/BWayReceipt/auth/registration/simple>
- For the more information contact to Students Facilitation Centre-0231-2609411/2609453  
 E-Mail id - [sfc@unishivaji.ac.in](mailto:sfc@unishivaji.ac.in)
- The Certificate will be received by hand on the same day or if there is any technical issue, then it will be sent by post to the addressee.

### 3. Second Copy of Statement of Marks

- Download the application form from [www.unishivaji.ac.in](http://www.unishivaji.ac.in) →Students→ Examinations →Students Facilitation Centre →Download Forms
- Check the duly filled application form for examination, semester, month, year and seat number.
- Fees (per mark sheet) :
  - Within 10 years from the day : Rs. 200/-
  - More than 10 years from the day : Rs. 250/-
  - Postage Charges (if required by post in India) : Rs. 30/-
  - If the Statement of Marks 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)
- Fees will be accepted by online only. Use Following link to pay online <http://paysuk.unishivaji.ac.in/BWayReceipt/auth/registration/simple>
- Statement of Mark will be received by hand on the same day or if there is any technical issue, then it will be sent by post to the addressee.
- If the examination appeared before the year of 2002 the Second copy of Statement of Marks will be sent by post after 15 days.
- For the more information contact to Students Facilitation Centre-0231-2609411/2609453  
E-Mail id - [sfc@unishivaji.ac.in](mailto:sfc@unishivaji.ac.in)

#### दुबार गुणतक्ता

- दाखला मागणी अर्ज विद्यापीठ संकेतस्थळ [www.unishivaji.ac.in](http://www.unishivaji.ac.in) →Students → Examinations → Students Facilitation Centre →Download Forms येथून उपलब्ध करून घ्यावा.
- दुबार गुणतक्ता मागणी अर्जातील माहिती (परीक्षेचे नाव, सत्र, बैठक क्रमांक, महिना आणि वर्ष इ.) भरल्याची खात्री करावी.
- दुबार गुणतक्ता मिळणेसाठी प्रती गुणतक्ता शुल्क खालीलप्रमाणे राहिल,
  - मागणी केलेल्या दिवसापासून मागील 10 वर्षापर्यंतचा कालावधी : रू. 200 /—
  - मागणी केलेल्या दिवसापासून मागील 10 वर्षापेक्षा जास्त कालावधीचा : रू. 250 /—
  - पोस्टाने हवा असल्यास (अधिकचे) : रू. 30 /—
  - भारताबाहेर हवा असल्यास कुरिअर सेवेद्वारे पाठवले जातील आणि वेळोवेळी शुल्क बदलले जाईल. त्यासंबंधी अर्जदारांना विद्यार्थी सुविधा केंद्राद्वारे सूचित केले जाईल.
- सदरचे शुल्क हे फक्त ऑनलाईन पध्दतीने स्वीकारले जाईल. ऑनलाईन शुल्कासाठी खालील लिंकचा वापर करावा. <http://paysuk.unishivaji.ac.in/BWayReceipt/auth/registration/simple>
  - दाखला हस्तपोहच हवा असल्यास त्याच दिवशी मिळेल किंवा कोणत्याही तांत्रिक कारणास्तव गुणपत्रक तयार न झाल्यास ते पोस्टाने पाठविले जाईल.
- 2002 वर्षापूर्वीचा गुणतक्ता 15 दिवसांनी मिळेल.
- अधिक माहितीसाठी विद्यार्थी सुविधा केंद्र मध्ये संपर्क साधावा. संपर्क क्र. 0231-2609411 / 2609453  
ई-मेल आयडी – [sfc@unishivaji.ac.in](mailto:sfc@unishivaji.ac.in)

**Shivaji University, Kolhapur**  
**Students Facilitation Center**  
**Application for Second Copy of Statement of Marks**

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

Sir,

I request you to issue me the following second copy of Statement of Marks. My particulars are as under.

Full name of the student - \_\_\_\_\_

Address - \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

e-mail - \_\_\_\_\_

Telephone No.- \_\_\_\_\_ Mobile No.- \_\_\_\_\_

**Details of Second copy of Statement of Marks**

Name of the Exam					
Part/Sem. No.					
Subject/Branch					
Seat No. of Exam.					
Month of Exam.					
Year of Exam.					
PRN					
Name of the college					

Date-

**Signature of the Student**

Instructions -

1. Fee of the second copy of Statement of Marks up to last 10 years Rs. 200/- for each & before last 10 years Rs.250/- for each
2. Fees will be accepted by online only. Use following link to pay online <http://paysuk.unishivaji.ac.in/BWayReceipt/auth/registration/simple>
3. If the Statement of Marks 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. Before the year of 2002, statement of marks will be sent by post only after the 15<sup>th</sup> days.
5. Statement of Mark will be received by hand on the same day or if there is any technical issue, then it will be sent by post to the addressee.
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.
8. For the more information contact to Students Facilitation Centre-0231-2609411/2609453  
E-Mail id - [sfc@unishivaji.ac.in](mailto:sfc@unishivaji.ac.in)

#### 4. (a) Passing / Merit / Rank Certificates

- Download the application form from [www.unishivaji.ac.in](http://www.unishivaji.ac.in) → Students → Examinations → Students Facilitation Centre → Download Forms
- Attach the final year mark sheet with the application form.
- Fees :
  - Passing Certificates : Rs. 150/-
  - Merit Certificates : Rs. 150/-
  - Rank Certificate : Rs. 150/-
  - Postage Charges (if required by post) : Rs. 30/-
  - 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)
  - Fees will be accepted by online only. Use following link to pay online <http://paysuk.unishivaji.ac.in/BWayReceipt/auth/registration/simple>
- The Certificate will be received by hand on the same day or if there is any technical issue, then it will be sent by post to the addressee.
- It is necessary to attach a photocopy of the letter regarding the Merit/Rank certificate issued by the university or a photocopy of the list of Merit/Rank certificate published by the university.
- For the more information contact to Students Facilitation Centre-0231-2609411/2609453  
E-Mail id - [sfc@unishivaji.ac.in](mailto:sfc@unishivaji.ac.in)

#### उत्तीर्ण प्रमाणपत्र / गुणवत्ता प्रमाणपत्र

- दाखला मागणी अर्ज विद्यापीठ संकेतस्थळ [www.unishivaji.ac.in](http://www.unishivaji.ac.in) → Students → Examinations → Students Facilitation Centre → Download Forms येथून उपलब्ध करून घ्यावा.
- अर्जासोबत अंतिम वर्षाच्या गुणतक्त्याची छायांकीत प्रत जोडावी.
- शुल्क :
  - उत्तीर्ण प्रमाणपत्र : रु. 150 / -
  - गुणवत्ता क्रमांक प्रमाणपत्र ( मेरिट / रँक ) : रु. 150 / -
  - पोस्टाने हवा असल्यास (अधिकचे) : रु. 30 / -
  - भारताबाहेर हवा असल्यास कुरिअर सेवेद्वारे पाठवले जातील आणि वेळोवेळी शुल्क बदलले जाईल. त्यासंबंधी अर्जदारांना विद्यार्थी सुविधा केंद्राद्वारे सूचित केले जाईल.
- सदरचे शुल्क हे फक्त ऑनलाईन पध्दतीने स्वीकारले जाईल. ऑनलाईन शुल्कासाठी खालील लिंकचा वापर करावा. <http://paysuk.unishivaji.ac.in/BWayReceipt/auth/registration/simple>
- दाखला हस्तपोहच हवा असल्यास त्याच दिवशी मिळेल किंवा कोणत्याही तांत्रिक कारणास्तव दाखला तयार न झाल्यास ते पोस्टाने पाठविले जाईल.
- विद्यापीठामार्फत देण्यात आलेल्या मेरीट / रँक प्रमाणपत्राबाबतचे पत्राची झेरॉक्स प्रत अथवा विद्यापीठामार्फत प्रसिध्द करण्यात आलेली मेरीट / रँक प्रमाणपत्राची यादीची झेरॉक्स जोडणे आवश्यक आहे.
- अधिक माहितीसाठी विद्यार्थी सुविधा केंद्र मध्ये संपर्क साधावा. संपर्क क्र. 0231-2609411 / 2609453  
ई-मेल आयडी - [sfc@unishivaji.ac.in](mailto:sfc@unishivaji.ac.in)



## 4 (b) Medium of Instructions /Special Certificates

- Download the application form from [www.unishivaji.ac.in](http://www.unishivaji.ac.in) →Students→ Examinations →Students Facilitation Centre →Download Forms
- Attach final year mark sheet with the application form.
- Attach the letter from your previous college which has to mentioned course is completed in English Medium.(For B.A., B.Com, M.A.)
- Fees :
  - Medium of Instructions : Rs. 200/-
  - Special Certificates : Rs. 200/-
  - Postage Charges (if required by post) : Rs. 30/-
  - 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)
  - Fees will be accepted by online only. Use following link to pay online <http://paysuk.unishivaji.ac.in/BWayReceipt/auth/registration/simple>
- If the certificate is to be obtained by hand, contact this office after 3 working days or it will be sent to the addressee by post.
- For the more information contact to Students Facilitation Centre-0231-2609411/2609453  
E-Mail id - [sfc@unishivaji.ac.in](mailto:sfc@unishivaji.ac.in)

### • माध्यम प्रमाणपत्र / विशेष प्रमाणपत्र

- दाखला मागणी अर्ज विद्यापीठ संकेतस्थळ [www.unishivaji.ac.in](http://www.unishivaji.ac.in) →Students → Examinations → Students Facilitation Centre → Download Forms येथून उपलब्ध करून घ्यावा.
- अर्जासोबत अंतिम वर्षाच्या गुणतक्त्याची छायांकीत प्रत जोडावी.
- महाविद्यालयामधून इंग्रजी माध्यमातून शिक्षण घेतल्याचे प्रत जोडणे आवश्यक आहे. (बी.ए., बी.कॉम, एम.ए.)
- शुल्क :
  - शिक्षण माध्यम प्रमाणपत्र : रू. 200 /-
  - विशेष प्रमाणपत्र : रू. 200 /-
  - पोस्टाने हवा असल्यास (अधिकचे) : रू. 30 /-
  - भारताबाहेर हवा असल्यास कुरिअर सेवेद्वारे पाठवले जातील आणि वेळोवेळी शुल्क बदलले जाईल. त्यासंबंधी अर्जदारांना विद्यार्थी सुविधा केंद्राद्वारे सूचित केले जाईल.
- सदरचे शुल्क हे फक्त ऑनलाईन पध्दतीने स्वीकारले जाईल. ऑनलाईन शुल्कासाठी खालील लिंकचा वापर करावा. <http://paysuk.unishivaji.ac.in/BWayReceipt/auth/registration/simple>
- प्रमाणपत्र हस्तपोहच हवा असल्यास कामाच्या 3 दिवसानंतर मिळेल अन्यथा पोस्टाने पाठविला जाईल
- अधिक माहितीसाठी विद्यार्थी सुविधा केंद्र मध्ये संपर्क साधावा. संपर्क क्र. 0231-2609411 / 2609453 ई-मेल आयडी - [sfc@unishivaji.ac.in](mailto:sfc@unishivaji.ac.in)

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

Sir,

I request you to issue me \_\_\_\_\_ certificate.

My details are as under –

1. Name - \_\_\_\_\_

(Surname)

(First Name)

(Father/Husband Name)

2. PRN - \_\_\_\_\_

3. Mother's Name - \_\_\_\_\_

3. Address - \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Pin Code - \_\_\_\_\_

4. e - mail - \_\_\_\_\_

5. Telephone No. with STD code No. - \_\_\_\_\_ Mobile No. - \_\_\_\_\_

- Name of the college - \_\_\_\_\_
- Name of the examination - \_\_\_\_\_
- Month & Year of the examination - \_\_\_\_\_
- Examination Seat No. - \_\_\_\_\_
- Result - \_\_\_\_\_

Date - \_\_\_\_\_

**Signature of the student**

Instructions-

1. Fees of the Passing/Merit and rank certificate is Rs. 150/- MOI and Special certificate is Rs. 200/-.
2. Fees will be accepted by online only. Use following link to pay online  
<http://paysuk.unishivaji.ac.in/BWayReceipt/auth/registration/simple>
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. Fees once paid will not be refunded.
5. Incomplete and wrong details in application will not be entertained and no correspondence will be made.
6. Please attach photocopy of the final year mark sheet
7. For the more information contact to Students Facilitation Centre-0231-2609411/2609453  
E-Mail id - [sfc@unishivaji.ac.in](mailto:sfc@unishivaji.ac.in)
8. If the certificate is to be obtained by hand, contact this office after 3 working days or it will be sent to the addressee by post

## 5. Attestation of Documents

- Download the application form from [www.unishivaji.ac.in](http://www.unishivaji.ac.in) →Students→ Examinations →Students Facilitation Centre →Download Forms
- Attach documents (Mark sheets, Passing Certificates, Rank Certificates, Merit Certificates, Transfer Certificate, Migration Certificates, Transcripts) along with number of copies to be attested plus one additional copy.
- Fees :
  - Photocopy of certificate/mark sheet : Rs. 100/-
  - Original certificate/mark sheet : Rs. 200/-
  - Postage Charges (within India) : Rs. 30/-
  - Transcript Attestation Fees –
    - Within 10 years from the day : Rs. 1250/-
    - More than 10 years from the day : Rs. 2500/-
  - 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)
  - Fees will be accepted by online only. Use following link to pay online <http://paysuk.unishivaji.ac.in/BWayReceipt/auth/registration/simple>
- If the certificate is to be obtained by hand, contact this office after 4 working days. or it will be sent to the addressee by post.
- For the more information contact to Students Facilitation Centre-0231-2609411/2609453  
E-Mail id - [sfc@unishivaji.ac.in](mailto:sfc@unishivaji.ac.in)

## कागदपत्रांचे साक्षांकन

- साक्षांकन मागणी अर्ज विद्यापीठ संकेतस्थळ [www.unishivaji.ac.in](http://www.unishivaji.ac.in) →Students → Examinations → Students Facilitation Centre → Download Forms येथून उपलब्ध करून घ्यावा.
- साक्षांकन अर्जासोबत (गुणतक्ते, उत्तीर्ण प्रमाणपत्र, गुणवत्ता प्रमाणपत्र, व स्थलांतर प्रमाणपत्र) साक्षांकन करावयाची आहेत त्याच्या आपल्याला आवश्यक आहेत तितक्या प्रती पेक्षा एक जादा प्रत जोडावी.
- शुल्क :
  - दाखला /गुणतक्त्याची छायांकीत प्रत : रू. 100/-
  - मूळ दाखला / गुणतक्ता : रू. 200/-
  - दाखले पोस्टाने हवे असल्यास (भारतामध्ये) : रू. 30/-
  - ट्रान्स्क्रिप्ट साक्षांकन शुल्क – – दहा वर्षापर्यंतचे : रू. 1250/-  
– दहा वर्षापूर्वीचे : रू. 2500 /-
  - भारताबाहेर हवा असल्यास कुरिअर सेवेद्वारे पाठवले जातील आणि वेळोवेळी शुल्क बदलले जाईल. त्यासंबंधी अर्जदारांना विद्यार्थी सुविधा केंद्राद्वारे सूचित केले जाईल.
- सदरचे शुल्क हे फक्त ऑनलाईन पध्दतीने स्वीकारले जाईल. ऑनलाईन शुल्कासाठी खालील लिंकचा वापर करावा. <http://paysuk.unishivaji.ac.in/BWayReceipt/auth/registration/simple>
- दाखला हस्तपोहच हवा असल्यास कामाच्या 4 दिवसानंतर मिळेल अन्यथा पोस्टाने पाठविला जाईल.
- अधिक माहितीसाठी विद्यार्थी सुविधा केंद्र मध्ये संपर्क साधावा. संपर्क क्र. 0231-2609411/2609453  
ई-मेल आयडी – [sfc@unishivaji.ac.in](mailto:sfc@unishivaji.ac.in)

# 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/TC/Migration/passing/merit/rank certificate/Transcripts.

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. 100/- and original certificate or mark-sheet is Rs.200/-
2. Fee for attestation of Transcript within 10 years from the day Rs. 1250/- and More than 10 years from the day Rs. 2500/-
3. Please attach additional one copy of certificate or mark-sheet for office use.
4. Fees will be accepted by online only. Use following link to pay online  
<http://paysuk.unishivaji.ac.in/BWayReceipt/auth/registration/simple>
5. 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)
6. If the attestation is required outside India, contact this section.
7. Fees once paid will not be refunded.
8. Incomplete and wrong details in application will not be entertained and no correspondence will be made.
9. For the more information contact to Students Facilitation Centre-0231-2609411/2609453  
E-Mail id - [sfc@unishivaji.ac.in](mailto:sfc@unishivaji.ac.in)
10. If the certificate is to be obtained by hand, contact this office after 8 working days or it will be sent to the addressee by post

## 6. Transcripts

- Download the application form from [www.unishivaji.ac.in](http://www.unishivaji.ac.in) →Students→ Examinations →Students Facilitation Centre →Download Forms
- Transcripts are issued to those students who desire to undertake further study at foreign university or to seek employment in foreign countries.
- Fees : (to be paid for each attempt of examination whether passed /fail/ATKT/absent etc.)
  - Urgent Process (Delivery within 08 working days) : Rs. 800 /- (for each attempt)
  - Normal Process (Delivery within 25 working days) : Rs. 300/- (for each attempt)
  - Postage Charges (within India) : Rs. 100/-
  - To send the transcripts out of India 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).
  - Fee for sending the electronically transcript to world education services Canada (WES) is Rs. 500/-
  - Fees will be accepted by online only. Use following link to pay online <http://paysuk.unishivaji.ac.in/BWayReceipt/auth/registration/simple>
- Attach the following documents with the application form.
  - Photo copy of all mark sheets (whether pass/fail/ATKT/absent) in chronological order
- Once a Sealed transcript is issued , it is not resealed. If a sealed copy is required, a new process will have to be done.
- For the more information contact to Students Facilitation Centre-0231-2609411/2609453  
E-Mail id - [sfc@unishivaji.ac.in](mailto:sfc@unishivaji.ac.in)

## गुणतक्ता उतारा (ट्रान्स्क्रिप्ट)

- ट्रान्स्क्रिप्ट मागणी अर्ज विद्यापीठ संकेतस्थळ [www.unishivaji.ac.in](http://www.unishivaji.ac.in) →Students → Examinations → Students Facilitation Centre → Download Forms येथून उपलब्ध करून घ्यावा.
- जे विद्यार्थी परदेशी विद्यापीठामध्ये शिक्षण घेऊ इच्छितात किंवा परदेशात नोकरी करू इच्छितात त्यांना गुणतक्ता उतारा दिला जातो.
- शुल्क : (प्रती भाग/सत्र/उत्तीर्ण / अनुत्तीर्ण / एटीकेटी/गैरहजर)
  - तात्काळ प्रक्रिया (देण्याचा कालावधी 08 कार्यालयीन कामकाजाचे दिवस) : रू. 800 /-
  - नियमित प्रक्रिया (देण्याचा कालावधी 25 कार्यालयीन कामकाजाचे दिवस) : रू. 300 /-
  - उतारा टपालाद्वारे (भारतामध्ये) : रू. 100 /-
  - उतारा भारताबाहेर हवा असल्यास कुरिअर सेवेद्वारे पाठवले जातील आणि वेळोवेळी शुल्क आकारले जाईल. यासंबंधी कार्यालयाशी संपर्क साधावा. त्यासंबंधी अर्जदारांना विद्यार्थी सुविधा केंद्राद्वारे सूचित केले जाईल.
- World Education Services, Canada ला Electronically Transcript पाठवण्याचे शुल्क रुपये 500 /-
- सदरचे शुल्क हे फक्त ऑनलाईन पध्दतीने स्वीकारले जाईल. ऑनलाईन शुल्कासाठी खालील लिंकचा वापर करावा. <http://paysuk.unishivaji.ac.in/BWayReceipt/auth/registration/simple>
- अर्जासोबत संबंधित परीक्षेच्या सर्व ( उत्तीर्ण / अनुत्तीर्ण / गैरहजर ) गुणतक्त्याच्या झेरॉक्स प्रती जोडाव्यात.
- एकदा सीलबंद Transcript दिल्यानंतर पुन्हा सील करुन दिले जात नाही. सीलबंद Transcript पाहिजे असल्यास नवीन प्रक्रिया करावी लागेल.
- अधिक माहितीसाठी विद्यार्थी सुविधा केंद्र मध्ये संपर्क साधावा. संपर्क क्र. 0231-2609411/2609453 ई-मेल आयडी - [sfc@unishivaji.ac.in](mailto:sfc@unishivaji.ac.in)

# 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. Fees will be accepted by online only. Use following link to pay online  
<http://paysuk.unishivaji.ac.in/BWayReceipt/auth/registration/simple>
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.
11. For the more information contact to Students Facilitation Centre-0231-2609411/2609453  
E-Mail id - [sfc@unishivaji.ac.in](mailto:sfc@unishivaji.ac.in)
12. Fee for sending the electronically transcript to world education services Canada (WES) is Rs. 500/-
13. Once a Sealed transcript is issued , it is not resealed. If a sealed copy is required, a new process will have to be done.

# Shivaji University, Kolhapur

## Students Facilitation Center

### Application form for Change in name.

(Please read all instructions in Appendix 'A')

Case No. - \_\_\_\_\_

(For Office Use Only)

To,  
Registrar,  
Shivaji University,  
Kolhapur – 416 004.

Sir,

I would like to apply for a change to be made in my name in the university record.

My particulars are as follows. –

1. Old name of the student - \_\_\_\_\_

2. PRN : 10 digit - \_\_\_\_\_ and / or 16 digit - \_\_\_\_\_

3. Last examination appeared - \_\_\_\_\_

**(Please attach the copy of the mark-sheet)**

4. Next appearing examination - \_\_\_\_\_ in the month and year - \_\_\_\_\_

5. Name of the college or center of the distance education - \_\_\_\_\_

6. New name to be made on the university record - \_\_\_\_\_

7. Supporting document attached herewith for change in name – (Please tick mark ) ✓

- Gazette
- Marriage certificate
- Affidavit

I hereby solemnly declare that the information furnished by me in this application is true to the best of my knowledge and belief. I further state that I have not migrated from this university.

Full signature of the student - 1. - \_\_\_\_\_  
(As per old name)

Date - 2. - \_\_\_\_\_  
(As per new name)

New name - \_\_\_\_\_

Address - \_\_\_\_\_

e-mail - \_\_\_\_\_

Telephone No. with STD code No. - \_\_\_\_\_ Mobile No. - \_\_\_\_\_

### Endorsement

Forwarded to the Registrar, Shivaji University, Kolhapur for necessary action. The information supplied by the applicant student is checked and found correct. I have no objection for the change in the name to be made.

### Signature & seal of the Principal / Co-ordinator, Center for Distance Education.

#### Instructions –

1. Fee for change in name is Rs. 200/-
2. Postage charges (within India) is Rs.. 30/-
3. Fees will be accepted by online only. Use following link to pay online  
<http://paysuk.unishivaji.ac.in/BWayReceipt/auth/registration/simple>
4. Student of the college should send the application through the principal.
5. Student of the distance education should send the application through the principal of the center of the distance Shivaji University, Kolhapur.
6. Please attach the copy of the mark-sheet of the last / previous examination, and original gazette or marriage certificate or affidavit on the stamp paper of Rs.100/-
7. For the more information contact to Students Facilitation Centre-0231-2609411/2609453  
E-Mail id - [sfc@unishivaji.ac.in](mailto:sfc@unishivaji.ac.in)

## SHIVAJI UNIVERSITY, KOLHAPUR

### (Rules regarding change of name of a University Student in the records of the University)

1. A student, who is enrolled in the University and who desires to have a change made in his name as recorded in the University records shall apply to the Registrar as per SFC form No. 7 with a fee of Rs. 200/- and postage charge (within India) is Rs. 30/- which shall be nonrefundable.
2. No Change in his/her name will be made in the past records of the University.
3. No Change in name in the records of the University be sanctioned on any one of the following grounds, namely;
  - a) a woman, who in consequence of her marriage desires a change in her name.
  - b) a widow who in consequence of her remarriage desires to change in her name.
  - c) a married woman who has obtained a degree absolute for divorce of annulment of her marriage from a court of law and desires change in her name;
  - d) a person who desires a change in name in consequence of adoption;
  - e) a person who has assumed a new name in such circumstances as may be specified by the order of the Central Government or a State Government, and
  - f) for any other sufficient cause.
4. A change of name shall include a change in the name in full or portion thereof or a change in the spelling of any portion of the name.
5. The application as aforesaid shall in the case of grounds mentioned in any of the items from 3(a) to (e) (both inclusive) shall be accompanied by an appropriate official document evidencing the ground for the change or in the alternative by an affidavit evidencing the same. In the case of ground failing under item 3(f) on which the change is applied for, a original copy of the marriage registration Certificate/Affidavit / Maharashtra Government Gazette /Attested copy of the adoption deed will be retained in this office for records.

**Explanation :** Appropriate official document, in respect of each of items 3 (a) to (e) both inclusive shall be as given in the table appended to this Rules.

6. If the application for a change is based on an item comprised in items 3 (a) to (e) and is in order, the Registrar shall grant it by directing the necessary change in the name to be made in the University records, and shall issue a letter to the concerned Principal with a copy to the student confirming the change made in the name as applied for.
7. If the application falls under item 3(f) and the Registrar finds it in order, he shall grant it and order action as per paragraph 6. If, however, the Registrar does not consider the ground as sufficient for ordering the change in the University records, he may reject it.

### TABLE

(See "Explanation" under para 5 of the Rules)

Item of para 3 Appropriate Official Document.

3. a) and 3 b)	..	Registration Certificate of Marriage or Affidavit or other reliable document in support of the marriage
3 c)	..	Original copy of Degree Absolute for Divorce or Degree of Annulment of marriage
3 d)	..	Original copy of Deed of Adoption deed which will be returned after verification and retaining its duly attested copy.
3 e)	..	Original copy of gazette copy containing the order of the appropriate Government.



## 7. Verification of Documents

- For the documents verification of Mark sheets, Passing Certificates, Rank Certificates, Merit Certificates, Transfer Certificates, Migration Certificates and Transcripts the Institute should apply on their letter head addressing to the Director, Board of Examinations and Evaluations, Shivaji University, Kolhapur, along with copies of the document(s) to be verified.
- Fees (per copy) for Indian institute:
  - Mark sheet for the examination appeared,
    - Within 10 years from the day : Rs. 500/-
    - More than 10 years from the day : Rs. 1000/-
    - Postage (Within India) : Rs. 30/-
- Fees : (per copy ) for foreign institute :
  - Mark sheet for the examination appeared,
    - Within 10 years from the day : Rs. 1250/-
    - More than 10 years from the day : Rs. 2500/-
- Verification of Transcripts Fees : - Within 10 years from the day : Rs. 1250/-  
- More than 10 years from the day : Rs. 2500/-
- If the verification report is required out of India, report will be sent by courier services and charges will be varies at actual time to time. In this case applicants will be informed by Students Facilitation Centre (SFC)
- Fees will be accepted by online only. Use this link to pay online  
<http://paysuk.unishivaji.ac.in/BWayReceipt/auth/registration/simple>
- The documents will be sent by post after 5 working days to the addressee.
- For the more information contact to Students Facilitation Centre-0231-2609411/2609453  
E-Mail id - [sfc@unishivaji.ac.in](mailto:sfc@unishivaji.ac.in)

### कागदपत्रे पडताळणी करणे

- खालीलप्रमाणे कागदपत्रे पडताळणी करण्यासाठी महाविद्यालय/संस्थांनी त्यांच्या लेटर हेड वर मा. संचालक, परीक्षा व मुल्यमापन मंडळ, शिवाजी विद्यापीठ, कोल्हापूर यांच्या नावे अर्ज करावा. जी कागदपत्रे (गुणतक्ते, उत्तीर्ण प्रमाणपत्र, गुणवत्ता प्रमाणपत्र, संस्थांतर आणि स्थलांतर प्रमाणपत्र, ट्रान्स्क्रिप्ट ) पडताळणी करावयाची आहेत त्यांची छायांकीत प्रत सोबत जोडावी.
- शुल्क :
  - भारतीय संस्थांसाठी –
    - दहा वर्षांपर्यंतचे गुणतक्ते : रू. 500 / –
    - दहा वर्षांपूर्वीचे गुणतक्ते : रू. 1000 / –
    - दाखले पोस्टाने हवे असल्यास : रू. 30 / –
  - परदेशी संस्थांसाठी –
    - दहा वर्षांपर्यंतचे गुणतक्ते : रू. 1250 / –
    - दहा वर्षांपूर्वीचे गुणतक्ते : रू. 2500 / –
  - ट्रान्स्क्रिप्ट पडताळणी शुल्क –
    - दहा वर्षांपर्यंतचे : रू. 1250 / –
    - दहा वर्षांपूर्वीचे : रू. 2500 / –
  - भारताबाहेर पडताळणी अहवाल हवा असल्यास कुरिअर सेवेद्वारे पाठवले जातील आणि वेळोवेळी शुल्क बदलले जाईल. त्यासंबंधी अर्जदारांना विद्यार्थी सुविधा केंद्राद्वारे सूचित केले जाईल.
- सदरचे शुल्क हे फक्त ऑनलाईन पध्दतीने स्वीकारले जाईल. ऑनलाईन शुल्कासाठी खालील लिंकचा वापर करावा. <http://paysuk.unishivaji.ac.in/BWayReceipt/auth/registration/simple>
- पडताळणी केलेले दाखले 5 कार्यालयीन कामकाजाच्या दिवसात दिलेल्या पत्त्यावर पाठविले जातील.
- अधिक माहितीसाठी विद्यार्थी सुविधा केंद्र मध्ये संपर्क साधावा. संपर्क क्र. 0231–2609411 / 2609453  
ई-मेल आयडी – [sfc@unishivaji.ac.in](mailto:sfc@unishivaji.ac.in)