

# 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/- Postage Charges (Within India) is Rs. 70/-
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/BWaysReceipt/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