SFC Form No. 6 Price Rs. 5/-

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.150/- 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/BWaysReceipt/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
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.