



## Convocation Section

: 18&04&2012-

### **Information regarding Urgent Degree Certificate / Duplicate Degree Certificate/ Verification of Degree Certificate**

- **Urgent Degree Certificate**

Those who have passed final examination and those who want Degree / Diploma / Certificate on urgent basis. They should get the form Under Statue 548 (A) from the website ([www.unishivaji.ac.in](http://www.unishivaji.ac.in)) and fill up the form manually, fix up one photograph on it and attach one photograph and attach copy of final year Statement of Marks, and DD of **Rs. 2750-** in favour of **The Finances and Account Officer, Shivaji University, Kolhapur** Payable at Kolhapur of any Nationalized Bank. All these document be sent to The Controller of Examination, Shivaji University, Kolhapur-416 004, Maharashtra (India). You will get the Degree Certificate within 40 to 60 days after receiving above documents.

- **Duplicate Degree Certificate**

Those who have received the Degree / Diploma / Certificates and those who have lost the Degree / Diploma / Certificates they should apply for getting the Duplicate Degree / Diploma / Certificates along with Original copy of the Police Complaint (FIR) regarding loss of Degree Certificate and affidavit on the Stamp paper worth Rs.100/- duly signed by Taluka Magistrate/Notary and copy of the Statement of marks / Degree Certificate. The DD of Rs. 1010/- in favour of The Finance and Account Officer, Shivaji University, Kolhapur Payable at Kolhapur of any Nationalized Bank. The application form is available on the above website. All these document be sent to The Controller of Examination, Shivaji University, Kolhapur-416 004, Maharashtra (India). They will get the Duplicate Degree Certificate within 15 to 20 days after receiving the above documents.

- **Verification of Degree Certificate**

1. Application / Letter for verification of Degree Certificate.
2. Copy of final year marksheet and degree certificate along with application be send to the “The Controller of Examinations, Shivaji University, Kolhapur”
3. Fees Rs. 200/- per copy of degree certificate be paid in the form of DD of any Nationalized Bank in favour of the Finance and Accounts Officer, Shivaji University, Kolhapur payable at Kolhapur, (Maharashtra).On receipt of above (1), (2) and (3) Verification report will be send by post on the address given.

**Shivaji University, Kolhapur**  
**Information Regarding Degree Certificate**

<b>Sr. No.</b>	<b>Description</b>	<b>Fees</b>
<b>1</b>	a) Application for the Degree Certificate b) With Late Fee c) With Super Late Fee	Rs. 250/- Rs. 350/- Rs. 850/-
<b>2</b>	Application for the Urgent Degree Certificate	Rs. 2750/-
<b>3</b>	Application for Duplicate Degree Certificate	Rs. 1010/-
<b>4</b>	Attestation of Degree Certificate	Rs. 200/- (for each copy)
<b>5</b>	Verification of Degree Certificate	Rs. 200/-
	a) For Indian Agencies /Companies.	Rs. 200/- (for each copy)
	b) For Foreign Agencies /Companies	Rs. 1000/-
	c) Provisional/Special Certificate	Rs. 100/-

**Information :-**

- 1) Convocation form will be available on university website (online) in the month of June of every year.
- 2) Application form for Urgent Degree Certificate as per

(548 A) is available on the website [www.unishivaji.ac.in](http://www.unishivaji.ac.in).

3) Application form for Duplicate Degree Certificate is also available on the website [www.unishivaji.ac.in](http://www.unishivaji.ac.in).



**SHIVAJI UNIVERSITY, KOLHAPUR**  
**Format for to get verification of Degree Certificate**  
**( On letter Head)**

**Name of the Company or Agency**

Address -----

Mob. No. ----- Phone No.-----

Fax No. -----

E-mail Address -----

Ref. No. :-

Date :-

To,  
 The Controller of the Examinations  
 Shivaji University,  
 Kolhapur.

Sir,

We are sending herewith the copy of Degree Certificate of following Candidate's for the verification.

<b>Sr. No.</b>	<b>Name and Address of the Candidate</b>	<b>Mobile No./ Phone No.</b>	<b>Name of the Degree</b>

Thanking you,

Yours faithfully,  
 (Signature)

(Name : ----- )  
 Designation with seal.

**Instructions :**

- 1) For verification of Degree fee is Rs. 200/-, payment may be made by D.D. in favour of Finance & Accounts Officer, Shivaji University, Kolhapur.
- 2) For Verification of Degree Certificate fee for foreign companies /agencies is Rs. 1000/-, payment be made by Demand Draft in favour of Finance & Accounts Officer, Shivaji University, Kolhapur.
- 3) Copy of Degree Certificate along with the copy of final year marksheet is essential for the verification.
- 4) After receiving the documents and fees the verification report will be sent within fifteen to twenty days by post only.