

ST. ANDREW'S COLLEGE OF ARTS, SCIENCE & SCIENCE

Application for Certificate/Mark sheet/Transcript

STUDENT DETAILS

Name (in BLOCK letters)

[Surname] _____ [First] _____ [Middle/Father's] _____

Date of Birth _____ (DD/MM/YYYY) Course attending/attended _____

Date of enrolment _____ (DD/MM/YYYY) Univ. PRN _____

Month & Year of last Exam appeared for _____ Class _____ Div. _____ Roll No. _____

DETAILS OF DOCUMENTS APPLIED FOR

(Please tick (√) whichever is applicable)

Sr. No.	Tick here	Document	Rate (Rs.)	Duration for service (Working days)
1		Bonafide Certificate	20/-	48 hours on application and payment of fee
2		Character Certificate	20/-	48 hours on application and payment of fee
3		No Objection Certificate	20/-	48 hours on application and payment of fee
4		Degree College Leaving Certificate (Original and one copy) for the purpose of applying for Migration Certificate at University of Mumbai	20/- + 5/- = 25/-	48 hours on application and payment of fee
5		Transference Certificate (Application from the College where admission is taken and copy of all mark sheet/s of exams. appeared in this College)	100/-	Online : 48 hours on application and payment of fee Offline : 3 days on application and payment of fee
6		Duplicate mark sheet/s (FIR & Affidavit required) Give details: Class.....Semester..... Roll/Seat No..... Month..... Year.....	50/- per mark sheet	10 days on application and payment of fee
7		Official Transcripts (All mark sheet copies required)	Degree – 1000/- (for 5 original copies) Junior – 340/- (for 4 original copies)	10 days on application and payment of fee
8		Recommendation letter (attach all marksheets and also any certificates received for outstanding performances)	100/- per letter	3 days on application and payment of fee

Purpose for which document will be used.....

Any other remarks/instructions.....

Date :

Name of applicant.....

Mobile No.....

Cashier's Receipt No..... dated.....Amount (Rs.).....

Cashier's signature.....(Name).....