

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

## 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		<b>Bonafide Certificate</b>	20/-	48 hours on application and payment of fee
2		<b>Character Certificate</b>	20/-	48 hours on application and payment of fee
3		<b>No Objection Certificate</b>	20/-	48 hours on application and payment of fee
4		<b>Degree College Leaving Certificate</b> (Original and one copy) <b>for the purpose of applying for Migration Certificate at University of Mumbai</b>	20/- + 5/- = 25/-	48 hours on application and payment of fee
5		<b>Transference Certificate</b> (Application from the College where admission is taken and copy of all mark sheet/s of exams. appeared in this College)	100/-	<b>Online</b> : 48 hours on application and payment of fee <b>Offline</b> : 3 days on application and payment of fee
6		<b>Duplicate mark sheet/s</b> (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		<b>Official Transcripts</b> (All mark sheet copies required)	<b>Degree</b> – 1000/- (for 5 original copies) <b>Junior</b> – 340/- (for 4 original copies)	10 days on application and payment of fee
8		<b>Recommendation letter</b> (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).....