

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 | | 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) the purpose of applying for Migration Certificate at University of Mumbai * Kindly attach Proof of Admission | 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) * Kindly attach Proof Whether for studies - Yes/No Institute Name Name of Course Whether Migrating for employment - Yes/No Name of Company Designation | 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).....