**ST. ANDREW’S COLLEGE OF ARTS, SCIENCE & COMMERCE**

***Application for Certificate/Mark sheet/Transcript***

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| **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. \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mobile No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Email ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **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/-** permark  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 Migration 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 mark sheets  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……………………………………………………………………………**

**(Note:-1) Mandatory Documents for Pt.No.7 & 8 attach copy of entrance exam certificate (SAT/ MCAT/ LSAT/ GMAT/GRE/ IELTS and the TOEFL).**

**(Note:-2) Mandatory Documents for Pt.No.4 & 5 attach copy of entrance exam certificate (CET/ NEET/** **Law Entrance exam/ GMAT/ NDA/ Civil Services/ and State/Centre Government Examinations).**

**Date : Name of applicant……………………………………………………………………**

**Mobile No………………………………………….…………….**

**Email ID:-………………………………………………………………………………**

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**Cashier’s Receipt No…………………………………… dated…………………………….Amount (Rs.)…………………..**

**Cashier’s signature………………………………………(Name)………………………………………………………………**