**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. | Tickhere | 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 andpayment of fee |
| 6 |  | **Duplicate mark sheet/s** (FIR & Affidavitrequired) Give details:Class………………….Semester…………………Roll/Seat No………………………………………Month……………… Year………………………. | **50/-** permark sheet | 10 days on application and paymentof fee |
| **7** |  | **Official Transcripts** (All mark sheet copies required)\*Kindly attach ProofWhether for Studies-Yes/NoInstitute NameName of CourseWhether Migration for employment- Yes/NoName of CompanyDesignation- | **Degree –****1000/-** (for 5 original copies)**Junior –** **340/-** (for4 original copies)  | 10 days on application and paymentof 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)………………………………………………………………**