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.** _____

Mobile No_____ **Student Email ID**_____

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) *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)………………………………………………………