

SHREEMATI NATHIBAI DAMODAR THACKERSEY WOMEN'S UNIVERSITY

Pariksha Bhavan, Sir Vithaldas Vidyavihar, Juhu Road, Santacruz (W), Mumbai 400 049.

Tel.No.: 022-26612877 (Direct) / 022-26608462/93 E-mail : mcdc@exam.sndt.ac.in

APPLICATION FORM FOR DUPLICATE / NAME CORRECTION IN DEGREE CERTIFICATE

To,
 The Director,
 Board of Examinations and Evaluation,
 S.N.D.T. Women's University,
 Pariksha Bhavan, Sir Vithaldas Thackersey Vidyavihar,
 Juhu Road, Santacruz (West),
 Mumbai 400 049.

Amt. of Fees (Rs.) : _____

Receipt No. : _____

Date : _____

Mode of Payment : Cash / Online

Name of the Student : _____

(As per Marksheets)

Address for Correspondence: _____
 (Within India only)

_____ Pin Code : _____

E-mail Id: _____ Contact Numbers: _____

FINAL YEAR / FINAL SEMESTER / FINAL PASSED EXAMINATIONS DETAILS

Name of the Examination: _____ Semester / Year _____

Seat Number: _____ Month and Year _____ Result _____

Name of College/Institute/Dept. _____

Mode of Study: Regular / Distance _____

Signature of the Student

From Last attended College/Department/ Institute

I am to forward herewith an application of Ms. _____
 for Degree Certificate. The applicant has not been restricted or debarred by the University
 and I have no objection to issue her Degree Certificate by the University.

Signature and Seal
 Principal/HoD/Director**INSTRUCTIONS :**

1. Fees for Duplicate Degree Certificate : Rs.750/-
2. In case, the DEGREE / DIPLOMA Certificate is to be sent by post, an additional amount of **Rs.50/-** towards postal charges be remitted
3. Fees can be paid by Cash/RTGS/NEFT/QR Code should be in favour of "The Registrar SNDT Women's University, Mumbai."

(a) Details about RTGS/NEFT: BANK NAME: CANARA BANK, BRANCH: SNDT,

JUHU MUMBAI - 400049, ACCOUNT NUMBER: 4634101000022, IFSC CODE:

CNRB0004634, Details about QR Code please visit to our website: sndt.ac.in click on Exam Section click on Fee Structure at the end of page QR Code is display.

RECEIVED AND REGISTERED UNIVERSITY EXAMINATIONS DEPARTMENT

**(b) Payment details of the students:**

From Account Name: _____

Reference Id / UTR Number : _____ Date _____

From Account Number: _____ Bank Name: _____

and please send scan copy of this form on given mail ID qr.rtgs.neft@exam.sndt.ac.in

4. **List of Documents to be enclosed with application form :**
 - a. Receipt for fees paid – **UNIVERSITY COPY** (If fees paid by cash at Accounts Unit Counter of Pariksha Bhavan, Juhu)
 - b. Photocopies of **all Marksheets** attempt wise and Degree Certificate (If available)
 - c. An Affidavit on the Stamp Paper worth Rs. 100/- duly signed by Taluka Magistrate/Notary
5. **Processing Time :** Usually takes 30 to 45 working days.
6. **Fees once paid will not be refunded.**
7. Incomplete and wrong details in application will not be entertained and no correspondence will be made in that behalf.
8. In case of incomplete document or less fee paid the working days will be calculated after the completion of the document or payment of fee.
9. Student can collect their Degree / Diploma Certificate In Person or by giving proper Authority Letter alongwith Identity Proof.



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