

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 EDUCATIONAL DOCUMENTS VERIFICATION / AUTHENTICATION

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.

No. of sets for authenticity _____
Amt. of Fees (Rs.) : _____
Receipt No. : _____
Date : _____
Mode of Payment : Cash / Online

Name of the Student : _____
(As per Marksheet / Degree Certificate)

Address for Correspondence : _____
(Within India only)

_____ Pin Code : _____

E-mail Id: _____ Contact Numbers: _____

Name of the Examination : _____ Last Sem./Year Seat No. _____

Reason/Purpose/Need of Authenticity of Education Document for: _____

Signature of the Student / Guardian / Parent

INSTRUCTIONS :

1. Fees for Verification / authentication of educational document at Pariksha Bhavan, Juhu

Fees for Authentication of Marksheets / Certificate		
Authority	Indian Organizations	Foreign Organizations
Company / Employer	Rs. *1500/- (for 2 sets)	Rs. *1500/- (for 2 sets)
Educational Institutes	Rs. *550/- (for 1 set)	Rs. *1500/- (for 2 sets)
• If Student Paid Rs. 550/- It is compulsory for an authority to provide an ORIGINAL OFFICIAL LETTER for Educational Documents Verification. • Rs. 200/- will be charged for each set of extra copies for companies/foreign org.		

2. 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.

**(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

3. **List of Documents to be enclosed with application form :**

- Receipt for fees paid - **UNIVERSITY COPY** (If fees paid by cash at Accounts Unit Counter of Pariksha Bhavan, Juhu)
 - Photocopies of **all Marksheets** - FRONT AND BACKSIDE BOTH - **individual as well as consolidated (including if any failed or re-attempts) should be readable**
 - Photocopy of Degree Certificate and Passing Certificate
- One set contains** : photocopy of all marksheets - Individual as well as consolidated - Including if any failed or re-attempts) *should be readable* + Photocopy of Degree Certificate)
 - Processing Time** : Usually takes 15 working days
 - Fees once paid will not be refunded.**
 - Incomplete and wrong details in application will not be entertained and no correspondence will be made.
 - University will provide sealed and stamped envelopes of the authentication of document. For tampering of any kind student will be held responsible.
 - In case of incomplete document or less fee paid the working days will be calculated after the completion of the document or fee.

