

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
4. **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)
5. **Processing Time** : Usually takes 15 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.
8. University will provide sealed and stamped envelopes of the authentication of document. For tampering of any kind student will be held responsible.
9. In case of **incomplete document or less fee paid** the working days will be calculated after the completion of the document or fee.