

## **Procedure for Education of Documents Verification / Authentication.**

### **1. Fill the APPLICATION FORM FOR EDUCATIONAL DOCUMENTS VERIFICATION / AUTHENTICATION**

- Click on sndt.ac.in
- Click on Home
- Click on Examination Section
- Click on Downloads Forms
- Click on Application Form For Educational Documents Verification / Authentication

### **2. Payment for Educational Documents Verification / Authentication to Pariksha Bhavan, Juhu**

- 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. *500/- (for 2 sets)	Rs. *1500/- (for 2 sets)
<ul style="list-style-type: none"><li>• <b>If Student Paid Rs. 500/- It is compulsory for an authority to provide an official letter for Educational Documents Verification.</b></li><li>• <b>Rs. 200/- will be charged for each set of extra copy.</b></li></ul>		

- Cash counter time of Pariksha Bhavan : 10.00 a.m. to 03.00 p.m.
- Fees can be paid by Demand Draft also. Demand Draft should be in favour of "**The Registrar, SNDT Women's University, Mumbai**", payable at Mumbai.

### **3. Enclosure**

- Filled Application form for Application Form For Educational Documents Verification / Authentication
- Receipt for fees paid – UNIVERSITY COPY If fees paid personally at cash counter of Pariksha Bhavan)
- 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
- Photocopy of Passing Certificate

#### 4. Processing Time for Authentication of Educational Documents

- Usually takes 15 working days
- Any query regarding the status of authentication of documents to Pariksha Bhavan, Juhu please contact only after 15 working days  
Contact Number 022-26612877 / 022-26608462 Extn. 2395

#### 5. WES – Canada and USA

- If candidate applying for WES evaluation for job, education or Permanent Residence, she need to apply for transcripts as well as authentication of educational documents
- Login TO WES
- Follow the Procedure of WES
- Any Query regarding WES please contact to them only
- **Academic Records Request Form** be downloaded from WES website
- **WES Reference No. is compulsory with WES (ARR) Form**

#### NOTE :

- a. Authentication of educational documents are handed over to student in **Sealed Envelope** students are requested not open the sealed envelope.
- b. Education of Documents Verification / Authentication
- c. If any particular company, institute asked for authentication of your educational documents please bring letter from them for the same, mentioning that, they want to verify your document.

#### **Authentication of Document**

1. Round stamp of SNDT Women's university on all attached documents i.e. on All Marksheets and Degree Certificate.
2. Signature and stamp of Director, Board of Examinations and Evaluation on all attached documents i.e. on All Marksheets and Degree Certificate.
3. Stamp of Verified on all attached documents i.e. on All Marksheets and Degree Certificate.

#### **Important Note**

1. Each set of **Authentication of Document is issued in a separate sealed and stamped/signed envelope. As such, if you apply for 2 sets of Authentication of Document from University you will receive 2 envelopes, each containing one set of Authentication of Document i.e. one set of all enclosed marksheet and degree certificate.**
2. Sealed enveloped contains :
  - a. Confidential letter address to where student submit the authentication of document.
  - b. Notification (Internal Note)
  - c. WES / IQAS / ICAS etc. form if student submitted same along with authentication of document.