

TICKING DONE 

SHREEMATI NATHIBAI DAMODAR THACKERSEY  
**WOMEN'S UNIVERSITY**

Pariksha Bhavan, Sir Vithaldas Vidyavihar, Juhu Road, Santacruz (W), Mumbai – 400 049.  
TEL : 022-26608462/93 EXTN.: 395, 022-26615168 EXTN.:103 , 104. & 022-26612877 (Direct)  
Website : [www.sndt.ac.in](http://www.sndt.ac.in) Email: mcdc@exam.sndt.ac.in

The Director,  
Board of Examinations and Evaluation,  
SNDT Women's University,  
Pariksha Bhavan, Juhu, Santacruz (W),  
Mumbai – 400 049.

Amount Paid Rs.: \_\_\_\_\_

Receipt No.: \_\_\_\_\_

Date : \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**APPLICATION FORM FOR DUPLICATE DEGREE / DIPLOMA CERTIFICATE**

To be filled by Student only.

**A} Personal Details**

1] Full Name of Student at the time of Examination : \_\_\_\_\_  
(Surname) (First Name) (Middle Name) (Mother's Name)

2] Complete Postal Address : \_\_\_\_\_  
\_\_\_\_\_ Pin - \_\_\_\_\_

3] Contact Details : Mob. \_\_\_\_\_ Telephone No. \_\_\_\_\_

**B} Academic Details**

1] Name of the College/ Department : \_\_\_\_\_

2] Name of the Examination : \_\_\_\_\_

3] Seat Number :      Month & Passing Year: \_\_\_\_\_

4] Class / Grade : \_\_\_\_\_ Specialization (if any): \_\_\_\_\_

5] Institute/College Code : \_\_\_\_\_ Centre Code: \_\_\_\_\_ Centre Name: \_\_\_\_\_

6] Mode of Study : As Regular Student  By Distance Education

7] Mode of Payment : By Cash  By D.D.  D.D.No \_\_\_\_\_ Bank \_\_\_\_\_ Date \_\_\_\_\_

Date : \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signature of the Student

NOTE:

1. Fee for Duplicate degree certificate is Rs. 750/-.
2. Rs. 50/- will be charged extra in case of Speed Post Requirement.
3. Attach a Photocopy of the Final Year Marksheet.
4. An affidavit for "loss of original degree/diploma certificate" is compulsory need to be submitted on the stamp paper of Rs. 100/- (no other stamp papers will be considered)
5. Student can collect their Degree / Diploma Certificate in Person or by giving proper authority letter as prescribed by University alongwith identity proof.
6. Fees can be paid by cash or demand draft. Demand Draft should be in favour of "The Registrar, SNDT Women's University, Mumbai." Payable at Mumbai.

Pariksha  
Bhavan

Accounts Unit : Monday to Friday : 10:30am to 01:00pm and 01:45pm to 02:30pm (For Payment)  
Certificate Unit : Monday to Friday : 10:30am to 01:00pm and 01:45pm to 02:30pm (For Submission)

# AUTHORITY LETTER

Smt. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel. No.: \_\_\_\_\_

Mob No : \_\_\_\_\_

Date : \_\_\_\_\_

To,  
The Controller of Examinations,  
Pariksha Bhavan,  
S.N.D.T Women's University,  
Juhu Campus, Santacruz (West),  
Mumbai – 400 049.

Sub : Collection of Degree / Diploma Certificate

Dear Sir,

I, Ms. / Smt. \_\_\_\_\_ passed my \_\_\_\_\_ examination held in month of \_\_\_\_\_ year \_\_\_\_\_ with a Seat No. \_\_\_\_\_. I am unable to make personal visit to the Pariksha Bhavan for collecting my Degree / Diploma Certificate. Hence, I am authorizing to Shri. / Smt. \_\_\_\_\_, Aged \_\_\_\_\_ years to collect the said Certificate on my behalf. I am attaching herewith the copies of identification – proofs with photo of the bearer of this authority Letter who is named above. I hererby request you to hand over the said Degree / Diploma Certificate to the above stated person and oblige,

Thanking You.

\_\_\_\_\_  
(Signature of the bearer)

Yours sincerely

Name & Address of bearer:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Signature of the student)

Tel. No. \_\_\_\_\_

Mob. No. \_\_\_\_\_

# अ धि का र प त्र

श्रीमती - .....  
.....  
.....  
.....  
दुरध्वनी क्रमांक - .....  
मोबाईल क्रमांक - .....

दिनांक -

प्रति,  
मा. परिक्षा नियंत्रक,  
परिक्षा भवन,  
एस.एन.डी.टी. महिला विद्यापीठ,  
जुहु, सांताक्रुझ(पश्चिम),  
मुंबई - ४०० ०४९.

विषय -डीग्री /डीप्लोमा सर्टिफिकेट मिळण्याबाबत...

महोदय,

मी श्रीमती.....आपल्या विद्यापीठातुन सन .....  
.....या शैक्षणिक वर्षात ..... ही परिक्षा उत्तीर्ण झाले. माझा परिक्षा आसन क्रमांक .....  
..... आहे. माझे प्रमाणपत्र तयार असुन हे पदवी / पदविका प्रमाणपत्र घेण्याकरीता मला प्रत्यक्ष येता येत नसल्यामुळे हे अधिकार पत्र  
घेऊन येणारे श्री. / श्रीमती. .... वय ..... वर्षे त्यांच्या ओळखीचा पुरावा  
सोबत जोडला आहे, त्यांना  
माझे पदवी /पदविका प्रमाणपत्र स्विकारण्याचा अधिकार प्रदान करीत आहे, त्यांची स्वाक्षरी पुढीप्रमाणे आहे, कृपया सदर पदवी  
पदविका /प्रमाणपत्र त्यांच्याकडे देण्यात यावे अशी विनंती आहे, कळावे.

आपली विश्वासु,

.....  
(अधिकार पत्र आणणा-याची स्वाक्षरी )

.....  
विद्यार्थिनीची स्वाक्षरी

नाव व पुर्ण पत्ता - .....  
.....  
.....  
.....  
दुरध्वनी क्रमांक - .....  
मोबाईल क्रमांक - .....