

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

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

TEL : 022-26612877 (Direct) / 022-26608462/93 EXTN. : 395

E-mail : mcdc@exam.sndt.ac.in

APPLICATION FORM FOR AUTHENTICATION OF TRANSCRIPT

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 Transcript : _____

Amt. of Fees (Rs.) : _____

Receipt No. : _____

Date : _____

Mode of Payment : Cash / D.D.

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

Address for Correspondence: _____
(Within India only)

_____ Pin Code : _____

Contact Numbers : 1. _____ 2. _____

E-mail Id : _____

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

No. of copies of Transcripts for Authenticity: _____

Need of Authenticity of Transcript for: _____

Signature of the Student / Guardian / Parent

INSTRUCTIONS :

1. Fees for Authentication of Transcript at Pariksha Bhavan, Juhu
Fees : Rs. 1000/- for 2 sets of Transcript & Rs. 200/- for extra each copy of Transcript
Fee can be paid by Demand Draft. Demand Draft should be drawn in favour of "The Registrar, SNDT Women's University, Mumbai", payable at Mumbai.
2. **List of Documents to be enclosed with application form :**
 - a. Receipt for fees paid - **UNIVERSITY COPY** (if fees paid at Accounts Unit Counter of Pariksha Bhavan, Juhu)
 - b. Original Set of Transcript issued by College / Institute / Department
 - c. Photocopies of all Marksheets - individual as well as consolidated (including ABSENT/FAIL/ATKT/PASS) **should be readable and serially attached Semester I, II, etc.**
 - d. Photocopy of backside of last semester / year of marksheet
 - e. Photocopy of Degree Certificate
3. **Processing Time** : Usually takes 15 working days
4. Fee once paid will not be refunded.
5. Incomplete and wrong details in application will not be entertained and no correspondence will be made in that behalf.
6. 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.
7. University will provide sealed and stamped envelopes of the transcript. For tampering of any kind student will be held responsible.