

**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 DUPLICATE DEGREE / DIPLOMA CERTIFICATE

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.

Amt. of Fees (Rs.) : _____

Receipt No. : _____

Date : _____

Mode of Payment : Cash / D.D.

Name of the Student : _____
(As per Marksheet)

Address for Correspondence: _____
(Within India only)

_____ Pin Code : _____

Contact Numbers : 1. _____ 2. _____

E-mail Id : _____

FINAL YEAR / FINAL SEMESTER / FINAL PASSED EXAMINATIONS DETAILS

Name of the Examination: _____ Semester / Year _____

Seat Number: _____ Month and Year _____ Result _____

Name of College/Institute/Dept. _____

Mode of Study: Regular _____ OR Distance _____

Signature of the Student

INSTRUCTIONS :

1. Fee for Duplicate Degree Certificate Rs. 750/-
2. 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. In case, the Duplicate DEGREE / DIPLOMA Certificate is to be sent by post, an additional amount of **Rs.50/-** towards postal charges be remitted.
4. **List of Documents should be enclosed with application form :**
 - a. Receipt for fees paid – **UNIVERSITY COPY** (if fee paid at Accounts Unit Counter of Pariksha Bhavan, Juhu)
 - b. Photocopy of the Final Year / Final Semester / Final Passed examination marksheet
 - c. An Affidavit on the Stamp Paper worth Rs. 100/- duly signed by Taluka Magistrate/Notary
5. **Processing Time** : Usually takes 30 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 in that behalf.
8. 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.
9. Student can collect their Duplicate Degree / Diploma Certificate in Person or by giving proper Authority Letter alongwith Identity Proof.