

**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 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 / 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. \_\_\_\_\_

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. *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.

2. **List of Documents should be enclosed with application form :**

- Receipt for fees paid – **UNIVERSITY COPY** (if fees paid 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
- Photocopy of Passing Certificate

3. **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)

4. Processing Time : Usually takes 15 working days

5. Fees once paid will not be refunded.

6. Incomplete and wrong details in application will not be entertained and no correspondence will be made.

7. University will provide sealed and stamped envelopes of the authentication of document. For tampering of any kind student will be held responsible.

8. In case of incomplete document or less fee paid the working days will be calculated after the completion of the document or fee.