

Office of the Controller of Examinations



HOW TO APPLY?



VISION

Committed to provide services which are transparent, flexible, and error free in nature to the students' community.

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Important Instructions

Important Instructions:

- **Students are requested to write their Details of Name/Parent's Name/ Address with Contact No. PRN No./ Month and Year of Examination etc. on every Application Form.**
- Applicants are requested to pay all sorts of requisite fees & postage for above mentioned categories to the Cash/Accounts section/online of the University.
- **Processing Time- 3 to 4 working days.**
- **For any difficulty**
 - **Contact** **Phone No.: - 9607978068 (Exam Section).**
Email Id: suncoexam@sandipuniversity.edu.in
- **Incomplete applications will not be entertained and no correspondence will be made on that behalf.**

Official Transcripts

To get Official Transcripts:-

- Candidate should have to collect/download the application form for the Official Transcripts from the Exam Section/University website.
- While applying for Transcripts student should submit proper photocopies of all grade Sheets/ Degree/ Diploma course of each attempt, along with the application form. The photocopies should be arranged Semester-wise and attached.
- **Mode of Payment:** - You are requested to pay the required amount in the University Accounts department.
- For any difficulty Please contact Phone No.: - 9607978068 (Exam Section).
- **Incomplete applications will not be entertained and no correspondence will be made in that behalf.**
- **Documents to be submitted:** All Gradesheets, clear address where to send the post.

Particulars	For Students	Bank Details for Internet Banking
Transcript charges	First Transcript: INR 750/- Extra Copies: INR 100/copy.	BENEFICIARY NAME : SANDIP UNIVERSITY BANK NAME: HDFC BANK A/C NO: 50100297469470 IFSC CODE: HDFC0000118
Postage Charges	<p style="text-align: center;"><u>All over India</u></p> INR 250/- Registered Post (in one envelope with University Seal) <p style="text-align: center;">+</p> In case separate transcript in separate envelope is required INR 100/- per envelope with University Seal.	
	<p style="text-align: center;"><u>Outside India</u></p> <u>INR 500/- (Through International Speed Post - in one envelope with University Seal)</u> <p style="text-align: center;">+</p> In case separate transcript in separate envelope is required INR 500/- per envelope with University Seal.	

College/ Institute/ Private Company/ Agency etc. can get Verification of Student's Documents

To get College/ Institute/ Private Company/ Agency etc. can get Verification of Student Documents:-

- While applying for Verification of Student Documents you should submit proper photocopies (both side) of all Marks/Grade Sheets/ Degree/ Diploma course of each attempt of May/ June and December. The photocopies (both sides) should be arranged Semester-wise and attached.
- For any difficulty Please contact Phone No.: - 9607978068 (Exam Section).
- **Improper scanned documents/photocopies will not be entertained and no correspondence will be made in that behalf.**
- Fees: For All type of Verification of Documents:

Particulars	Charges	Address for Communication
For Colleges/ Institutes/ Private Co./ Agencies etc. in India	Fee for Verification INR 500/- per student.	Email ID - suncooexam@sandipuniversity.edu.in
For Colleges/ Institutes/ Private Co./ Agencies etc. in Abroad	Fee for Verification US \$100/- per student	
Bank Details for Internet Banking	BENEFICIARY NAME: SANDIP UNIVERSITY BANK NAME: HDFC BANK A/C NO.: 50100297469470 IFSC CODE: HDFC0000118	

(Note: Kindly attach the payment receipt copy (charges paid) for further processing)

Duplicate - Degree/ Diploma/Certificate/Statement of Grade sheet

To get Duplicate - Degree/ Diploma/Certificate/Statement of Grade sheet

- You should have to collect an application form from the University Exam Section or to download it from the University website. After filling all details in the form, submit it to the Exam Section of the **University personally** along with the below mention documents:
 - Copy of FIR for Lost the Degree/Diploma/Certificate/Grade sheet.
 - Lost Information published in the newspaper.
 - Attached Payment Receipt copy (charges paid).
 - Affidavit(See below - Next Page)
- Fees:

Particulars	Charges
Duplicate Degree	Rs. 2000/-
Duplicate Certificate/Diploma	Rs. 2000/-
Duplicate Grade/Marks sheet	Rs. 500/- each

Mode of Payment: - You are requested to pay the required amount in the University Account department or online.

Bank Details for Internet Banking	BENEFICIARY NAME: SANDIP UNIVERSITY BANK NAME: HDFC BANK A/C NO.: 50100297469470 IFSC CODE: HDFC0000118
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- For any difficulty Please contact Phone No.: - 9607978068 (Exam Section).
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Affidavit

I ----- Age ----- Years, Occupation -----

----- Residing at Address-----

----- Today date -----

do hereby take oath in the name of God and state on solemn affirmation as under:

I state that I have completed my Education from Sandip University, Nashik Maharashtra and I have passed ----- Programme with PRN No. ----- in the year ----- in ----- class. Accordingly I was issued the Degree/Diploma/Certificate/Grade sheet in the year-----with serial No-----.

But, I state that said Original Degree/Diploma/Certificate/Grade sheet has been lost/ misplaced and it is not traceable in spite of diligent/ efforts and searches and also I state that I have not made any misuse of the Degree/Diploma/Certificate/Grade sheet. I state that if I get the said Original Degree/Diploma/Certificate/Grade sheet, I will return the same to the University Office immediately.

I have made this affidavit for submitting to the University Office for issuing me the Degree/Diploma/Certificate/Grade sheet.

Whatever, is stated above is true and correct to the best of my knowledge and belief. If it is found to be incorrect/ false/ wrong in future, I will be liable for punishment under law.

Solemnly/ Affirmed at -----

On the date -----

D E P O N E N T

Correction - Degree/ Diploma/Certificate/Statement of Grade sheet

To get Correction - Degree/ Diploma/Certificate/Grade sheet:-

- You should have to collect an application form from the University Exam Section or to download it from the University website. After filling all details in the form, with payment receipt (charges paid) submit it to the Exam Section of the University personally.
- Fees:

Particulars	Charges
Correction Grade/Marks sheet	Rs. 200/- each
Correction Certificate/Diploma/Degree	Rs. 1000/-

Mode of Payment: - You are requested to pay the required amount in the University Account department or online.

Bank Details for Internet Banking	BENEFICIARY NAME: SANDIP UNIVERSITY BANK NAME: HDFC BANK A/C NO.: 50100297469470 IFSC CODE: HDFC0000118
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- For any difficulty Please contact Phone No.: - 9607978068 (Exam Section).
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How to obtain Degree (if not received through Convocation)

