

Shivaji University, Kolhapur
Students Facilitation Center
Application for Second Copy of Statement of Marks

To,
 Director,
 Board of Examinations and Evaluation
 Shivaji University,
 Kolhapur – 416 004.

Sir,

I request you to issue me the following second copy of Statement of Marks. My particulars are as under.

Full name of the student - _____

Address - _____

e-mail - _____

Telephone No.- _____ Mobile No.- _____

Details of Second copy of Statement of Marks

Name of the Exam					
Part/Sem. No.					
Subject/Branch					
Seat No. of Exam.					
Month of Exam.					
Year of Exam.					
PRN					
Name of the college					

Date-

Signature of the Student

Instructions -

1. Fee of the second copy of Statement of Marks up to last 10 years Rs. 100/- for each & before last 10 years Rs.150/- for each
2. If you are demanding the second copy of Statement of Marks by post you have to send application form with demand draft for appropriate fee including postal charges Rs. 30/-. DD should be drawn from any nationalized bank or scheduled bank in favor of "Finance and Account Officer, Shivaji University, payable at Kolhapur", or receipt of fee paid at University.
3. If the Statement of Marks required out of India, it will be sent by courier services and charges will be varies actual time to time. In this case applicants will be informed by Students Facilitation Centre (SFC)
4. Attach self addressed envelope without stamp to the application.
5. Before the year of 2002, statement of marks will be sent by post only after the 15th days.
6. Any administrative reason the statement of marks is not prepare ready it will be sent by post in due course.
7. Fees once paid will not be refunded.
8. Incomplete and wrong details in application will not be entertained and no correspondence will be made.