SYMBIOSIS SKILLS AND PROFESSIONAL UNIVERSITY

(Recognized by UGC & Established under Govt. of Maharashtra Act No. XXXVII of 2017)

(Formerly known as Symbiosis Skills and Open University)

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APPLICATION FORM FOR CERTIFICATES

(Provisional Certificate / Duplicate Grade Sheet / Verification of Certificates / No Backlog Certificate)

Part A: Student Information

1. **Full Name (as per university records):**

   _____

2. **School Name:** _____
3. **PRN Number:** _____
4. **Program / Course Name:**
   ☐ **UG**   ☐ **PG**   ☐ **Diploma**
   Course: _____
5. **Branch / Specialization:** _____
6. **Semester/Year of Admission:** _____
7. **Semester/Year of Completion:** _____
8. **Mobile Number:** _____
9. **Email ID:** _____
10. **Date of Birth:** _____
11. **Permanent Address:**

    _____

    _____

Part B: Purpose of Application

(Please tick the relevant box/es. Attach supporting documents if required.)

☐ **Provisional Certificate**

☐ **Duplicate Grade Sheet**

☐ **Verification of Certificates**

☐ **No Backlog Certificate**

Part C: Reason for Request (for Duplicate/Verification)

(Required only for Duplicate Grade Sheet / Verification of Certificates)

- Reason (e.g., Lost/Damaged/Job Requirement):

_____

Attach:(Duplicate Grade Sheet will need Affidavit on 100 Rs Stamp Paper or FIR copy)

Part D: Payment Details

1. **Total Fees Paid:** ₹ _____ (As per University Norms)
2. **Payment Mode:**
   ☐ Online   ☐ DD   ☐ Cash
3. **Transaction ID / DD No.: _____**
4. **Payment Date: _____**

Part E: Declaration

I hereby declare that the information provided above is true and complete to the best of my knowledge. I understand that incorrect details may result in rejection of this application.

I am aware that the fees paid for this certificate is non-refundable.

Signature of Student: _____
Date: _____
Place: _____

Note: Please attach the Marksheet/Grade sheet xerox copy and Payment receipt with the application form

Part F: Office Use Only

- Application Received On: _____
- Verified by (Signature & Name): _____
- Documents Verified: ☐ Yes   ☐ No
- Certificate(s) Issued: ☐ Yes   ☐ No
- Date of Issue: _____
- Signature of Dealing Clerk: _____
- Signature of CoE / Dy.CoE: _____