

Application for Attestation of University Certificate (Photocopies only)
(Version 2020/09)

To:

Registrar

MGM Institute of Health Sciences, Navi Mumbai

1. Name of Applicant *(whose documents are to be attested)*

2. Details of applicant

Mobile No.: _____

Email ID: _____

Name of College / School: _____

Name of Course: _____

Month & Year of completion of Course: _____

P. R. No.

3. Please tick the appropriate box below *[which type of document to be attested]:*

	Photocopies	Originals <i>(If produced)</i>
Statement of Marks: [total copies: _____]	<input type="checkbox"/>	<input type="checkbox"/>
Degree Certificate: [total copies: _____]	<input type="checkbox"/>	<input type="checkbox"/>
University Internship Completion certificate: [total copies: _____]	<input type="checkbox"/>	<input type="checkbox"/>
Passing Certificate [total copies: _____]	<input type="checkbox"/>	<input type="checkbox"/>
Migration Certificate: [total copies: _____]	<input type="checkbox"/>	<input type="checkbox"/>
Total Documents: Photocopies <input type="checkbox"/>		Originals <input type="checkbox"/>

4. Receiving Mode of attested documents: - *(Please tick the appropriate box below)*

- **By Hand:**
- **By Post:**

[If originals are produced and submitted for verification, than originals will be returned back by hand only]

If applicant wants to receive their attested Photocopies of the documents by post, please mention the postal address below

If applicant wants attested documents to be sealed in University envelope and wish to authorize University to send the sealed envelope to designated office, please provide detailed address of designated office below.

I authorize to University to send sealed envelope to designated office: Yes No

Each of the following documents is mandatory and must be attached along with this application form otherwise application form will be rejected without any intimation.

(i) With original documents:-

Pay fees Rs. 2,000/- (for 7 sets of 5 University documents) and Rs. 500/- (per set for additional set) through SBI Collect online payment portal (go to www.mgmuhs.com). After successful payment, please attach e-receipt of SBI collect payment with the application. **Please note that other mode of payment will not be accepted.** Please note that for attestation process, respective original documents must be produced.

(ii) Without original documents:-

If original documents are not produced for any reason, candidate needs to apply first for verification of photocopies of original documents (which is to be attested by university) and pay requisite fee of Rs. 1,500/- (per document) as a verification fee. After which, attestation process will be undertaken as per point no. 1 above for which verified documents will be treated as original documents.

(iii) If applicant wants to receive their attested Photocopies of the documents by post outside India, he/she needs to pay Rs. 2,500/- (as a postal charges) through SBI Collect online payment portal. After successful payment, please attach e-receipt of SBI collect payment with the application. (No postal charges applicable within India). **Please note that other mode of payment will not be accepted.**

(iv) Photo copy of the documents which needs to be verified must be clear & readable.

Declaration by the candidate

I Ms./Mr. _____ hereby declare that the above information and attach documents are true correct as per best of my knowledge

Signature of Candidate