

Important Instructions

- a) The form should be filled in legibly and signed by the student.
- b) No documents shall be issued unless this form is duly filled in.
- c) All certificates shall be sent by separate posts to avoid any loss of the documents altogether.
- d) Mention correct Sender's address with Pin Code, active mobile number and e-mail Id. The Senate will not be responsible for any damage/ loss/ missing/ late delivery of any documents within India or abroad.
- e) The Form should be submitted through the Principal of the College for all internal students. For external candidates, the form should be duly signed by a Gazetted Officer with official seal, or else it will be rejected.
- f) Degree Certificate/Transcript issued or delivered through bearer, requires authorization letter from the applicant. The bearer signature should be attested by the applicant himself, or else it will be rejected.
- g) After Online submission, the candidates have to take a **PRINT OUT** of the Requisition Form, **ATTESTED AS PER THE INSTRUCTION**, attach the **DEMAND DRAFT AND SEND THE REQUISITION FORM** to **"The Registrar, Senate of Serampore College, 10, William Carey Road, P.O. Serampore, District: Hooghly, Pin: 712201, West Bengal, India."**
- h) The Requisition Form should be sent with the fee as applicable.

	Revised Fee Structure from the Academic Year 2025
Transcript (Issued only after Graduation)	Rs. 400/-
Degree Certificate	Rs. 1000/-
Provisional Degree Certificate	Rs. 500/-
Migration/ Migration Equivalent	Rs. 300/-
Urgent Delivery Fee	Rs. 200/- per document
Foreign Postage (By Speed/ Courier)	Rs. 1000-2500/- [Depends upon the mode and country]

- i) All fees should be paid by Bank Demand Draft drawn in favor of: **Senate of Serampore College**. Do not write anything other than this.
- j) Demand Draft should be Payable at **Serampore** or **Kolkata**.
- k) Fee once paid, shall not be returned / adjusted.

- l) Enclose a self-addressed envelope (10x4½) with Rs. 22/- stamp affixed on it for any correspondence. This shall be returned, if unused.
- m) Kindly log on to **www.senateofseramporecollege.edu.in**, and type your Registration No. or Student Id: on Tracking option, for enquiring status of the consignment/s,
- n) The Senate of Serampore College (University) may shortly introduce SMS or e-mail alert for the delivery status of the documents/consignments of the concerned applicants.

NB:

Senate will not send any **Transcript/Photocopy of the Transcript/ Degree Certificate/ Photocopy of Degree Certificate etc.** through e-mail to any Indian or Foreign Universities. One has to pay Rs. 1000 – 2500/- for each document/s, towards postal charges for sending the document/s to foreign universities through Speed Post or Courier.