Instructions to apply for Attestation of Certificates

1. You are required to read the instructions carefully.

2. Application will be incomplete if the mandatory fields are not filled. Incomplete form will not be accepted & will not be processed.

3. Fees to be paid by online mode. **Fees once paid will not be refunded.**

4. Students and alumnus of **Symbiosis Centre for Distance Learning (SCDL)** are requested to contact SCDL authorities.

5. This application is for the attestation of the following Certificates issued by the Symbiosis International (Deemed University).

   ☐ Grade Sheet / Statement of Marks
   ☐ Consolidated Grade Sheet / Consolidated Statement of Marks
   ☐ Certificate of Passing
   ☐ Degree / Diploma Certificates

6. If you wish to get your Certificates attested and obtain the Transcript, as well. Kindly apply for transcript, facility for attestation of Certificates is included therein.

7. Applicant will be responsible for the accuracy of the data and the postal address.

8. Attested copies of the Certificates will be sent at the address mentioned by you or may be collected personally.

9. Postal charges are applicable for hard copy of attested Certificates, unless collected personally. The charges will be applicable for each individual postal address.

10. Attested copies of the Certificates will be issued within **10 working days** against the confirmation of payment and receipt of application form.

11. Each Certificate / page will be counted as a separate page for calculation of attestation fees.

12. **Details of fees:**

Attestation Fees	Postal Charges	
	Within India	**Outside India**
INR 150/- per certificate per copy	INR 250/-	INR 2,500/- (Through International Speed Post)

13. You may pay the charges using Credit Card, Debit Card, Debit Card + ATM PIN, Internet Banking, Wallet/ Cash Cards, EMI, G Pay etc.

14. The payment may take 72 hrs to reflect on the portal. Kindly wait before you make any further query on this. Such queries if received earlier will be replied only after 72 hrs.

15. **Upon login kindly click on Student >> Support Services + >> Application for Attestation**

Due to the high-volume of emails/ requests, it is advised to wait for 4-5 working days for the response to your query.

Contact Details:
Email: **attestation@siu.edu.in**
Tel No. (020) 28116223 / 61936223
(Active on all working days between 9.30 AM to 12.30 PM)

APPLY NOW