



## PROCESS AND FEE STRUCTURE FOR VERIFICATION OF DOCUMENTS-2020-21

### Requirements:

1. Application in the given format.
2. LEGIBLE photocopy of document/s to be verified.
3. DD in favour of "L.S. Raheja College of Arts and Commerce" (Fee as prescribed)

The fees for document verification with effect from April 01, 2021.

Sr. No.	Year of Passing	Normal Rate in ₹ (20 DAYS)	Urgent 50% Normal Rate in ₹ (7/8 DAYS)	Total Amount in ₹
1	2021	500	250	750
2	2020			
3	2019			
4	2018	700	350	1050
5	2017			
6	2016			
7	2015			
8	2014			
9	2013	850	425	1275
10	2012			
11	2011			
12	2010			
13	2009			
14	2008			
15	2007			
16	Prior to 2006	1000	500	1500

*The above fees are as per University of Mumbai circular dated 10 February 2021.*

In view of country-wide PANDEMIC SITUATION, you can email Application and Documents in a pdf at "put your email". On receiving your email, you will be informed of BANK DETAILS. Deposit the fee and send a scanned copy of STAMPED BANK DEPOSIT SLIP to the same email id. You will receive the Verification Report within the time as specified.

**Please note there can be a delay due to statewide LOCKDOWN, hence low attendance of staff.**

PRINCIPAL

**APPLICATION FORM FOR VERIFICATION OF DOCUMENTS / MARK SHEET/S.**

Date:

To,  
The Principal,  
L S Raheja College of Arts & Commerce,  
Mumbai 400 054.

**PUT X against the correct option OR strike out which not applicable**

Sub. : Verification of: 

LEAVING CERTIFICATE	MARKSHEET/S Etc.
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BA	BCOM	BMS	BAF	B.SC.IT	BMM/BAMMC	BFM	BBI	M.COM
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Sir,

I request you to verify my documents as stated above. Here are my details:

1. Personal Details: (PLEASE USE CAPITAL LETTERS ONLY)

NAME: \_\_\_\_\_  
(Surname) (Name) (Father's Name)

2. E-mail Address: \_\_\_\_\_ Current Student  Alumnus

3. Current Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel: (Resident): \_\_\_\_\_ Mobile No: \_\_\_\_\_

4. Documents for which verification is required

- i. ....
- ii. ....
- iii. ....
- iv. ....

5. Fee payable Rs. \_\_\_\_\_

**Purpose of Verification:**  
1. Employment:  
2. Higher Studies

**Bank Details:**  
  
**DD NO:**

(Name of the Student with signature)

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**FOR OFFICE USE ONLY**

Received Rs. \_\_\_\_\_ Receipt No. \_\_\_\_\_ date \_\_\_\_\_  
Being the payment against verification of documents / mark sheet/s.

Signature of the clerk

In view of country wide PANDEMIC SITUATION you can Email Application and documents in PDF form to

- (1) [atul.khare@lsraheja.org](mailto:atul.khare@lsraheja.org) for BA and BCOM, and
- (2) [mahesh.gosavi@lsraheja.org](mailto:mahesh.gosavi@lsraheja.org) for all Self finance Section