



DEPARTMENT OF STUDENTS' DEVELOPMENT

Instructions for Attestation of Documents

- On behalf of the Registrar, University of Mumbai the Director, Department of Students' Development is authorised to attest the Photocopies of the Original Documents of the students going abroad for higher education.
- Original documents are required for verification during the submission of the Photocopies of the Documents.
- If the original documents are before the year 2008 then candidate must show the original Bonafide Certificate or Transcript/s issued by the concerned educational institution on current date for verification and submit the photocopies of the same Bonafide Certificate or Transcript/s to the office.
- At a time maximum 25 Photocopies of the Documents and maximum 10 envelopes will be accepted.
- The department does not accept scanned copies from abroad and does not deliver/post copies to the candidates.
- Handwritten address of the University is required on the submitted envelope/s.
- Application Form for Attestation will be issued between 11:00 a.m. to 01:00 p.m. on working days.
- The duly filled-in Application Form will be accepted from 11:00 a.m. to 01:00 p.m. and from 01:30 p.m. to 02:30 p.m.
- Rs. 10/- per document is to be paid in cash as an Attestation Fees.
- Rs. 1/- per document will be charged for the Office Copy (One Set).
- The Photocopies of the Documents once submitted will be handed over after 10 working days.
- Candidate can see the Status of Attestation of their submitted documents on:
 - **Notice Board of the Department (It is updated Daily) OR**
 - **Website of University of Mumbai (It is updated Daily)**
Visit the Website of University of Mumbai, www.mu.ac.in. At the homepage, scroll down at 'For Staff and Students' and find **Department of Students' Development**. Click on **Department of Students' Development** and then Click on **Attestation**, you will find Status of Attestation. **OR**
 - **Click on the Link (It is updated Daily)**
<http://mu.ac.in/portal/gateway-portal/department-of-students-welfares/>
- Candidates must see the Status of Attestation of their documents on either Notice Board or Website and if the status is 'Ready for Collection' then visit to the Office for collection of documents. The time for collection of documents is 02:30 p.m. to 05:00 p.m. on working days. **Do not enquire about the Status of Attestation on Phone.**
- For collection of documents **Original Receipt of Payment** paid by the Candidate as an Attestation Fees is required.
- The office will not be responsible if attested documents not collected within three months of time by the candidate.
- The Office will be closed on Second and Fourth Saturday, Sunday and Holidays declared by the University time to time. Therefore on Second and Fourth Saturday, Sunday and Holidays declared by the University, the candidate will not be entertained for any work related to Attestation.
- The Director has right to stop the Process of Attestation for a particular day. But it will be communicated one day before to the concerned through Notice on Board or Website.
- Regarding any difficulty a candidate can contact to the Director, Department of Students' Development.

Director, DSD