

# Mark sheet & Transcript Verification Section

## Contact No. 0261 2203095

Documents Required Verification of Transcript	Documents Required Verification of Mark Sheets
<ol style="list-style-type: none"><li>1. Fill Up Verification Form</li><li>2. Id Proof (Any One Xerox)</li><li>3. <b><u>Original Transcript</u></b> &amp; <b><u>One Xerox</u></b> of Transcript(For Uni. Record)</li><li>4. Xerox Copy of All Mark Sheets (Without any kind Of Stamp and Signature. For Office Record)</li><li>5. IF POST – ATTACH ACADEMIC <b><u>ADDRESS LETTER.</u></b></li></ol>	<ol style="list-style-type: none"><li>1. Fill Up Verification Form</li><li>2. Id Proof (Any One Xerox)</li><li>3. <b><u>TWO</u></b> Xerox Copies of <b><u>All Mark Sheets</u></b> (Without any kind Of Stamp And Signature ) <b><u>One Set For Verification &amp; One Set Uni. Record</u></b></li><li>4. IF POST – ATTACH ACADEMIC <b><u>ADDRESS LETTER.</u></b></li></ol>

- **Authority Letter** :- Student who is residing outside India or at anywhere else in country they have to submit authority letter duly sign by him and send the same to the person who Wants to take document and both person have to submit their Id proof.
- Per **Transcript** Verification Fees **Rs. 150/-**
- Per **Mark Sheet** Verification Fees **Rs. 100/-** (IF POST - Rs. 150/-)
- Postal Charge The Sealed Envelope **Abroad Rs. 2500/-** EMAIL(OUT OF INDIA 500/-)