

## Re-Accredited 'B++' 2.86 CGPA by NAAC

## VEER NARMAD SOUTH GUJARAT UNIVERSITY

University Campus, Udhna-Magdalla Road, SURAT - 395 007, Gujarat, India.

## વીર નર્મદ દક્ષિણ ગુજરાત યુનિવર્સિટી

યુનિવર્સિટી કેમ્પસ, ઉધના-મગદલ્લા રોડ, સુરત - ૩૯૫ ૦૦૭, ગુજરાત, ભારત.

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# Application Form for Verification of: Marksheet / Degree Certificate (Photocopies / Original) / Transcript PART—I Details of Applicant

Name of Applicant (Full Name of person who is applying, in case where the applicant is Institution / Company write the full name of Institution / Company) Detail of Registration (in Case Applicant is Institution / Company): Name of the Act under which Institution / Companyis registered Name of the Authority with which Company / Institution is Registered Registration Number Postal Address: PIN: Telephone Numbers with STD Code Fax Numbers Mobile Number Website E-mail ID PART-II Details of Candidate whose Documents are to be verified Name of Candidate: Postal Address: PIN: Telephone Numbers with STD Code Mobile Number E-mail ID Attested copy of any one of the following Photo Identity Proof of the person whose Documents are to be verified (Please tick appropriate box) (Applications Received without Photo Identity Proof will not be processed / will be cancelled) Sr. No Type of Document Put a Tick mark In this space Voter's Identity Card 1 2 Passport (all pages) Driving License (all pages) 3 PAN Card (Both Side) 4 5 Aadhar Card PART-III Details of Documents to be verified

Marksheets		Degre	ee Certificates	Transcripts		
Name of Exam	Year of Passing	Name of Degree	Year of Degree awarded	Name of Exam	Year of Passing	

### PART-IV Details of Fees

Receiving Mode	Fees			Number of Copies				Total	
	(Per Document Per Copy)			•				Amount	
	Marksheet	Transcript	Degree certificate (Photocopy)	Degree certificate (Original)	Mark sheet	Transcript	Degree certificate (Photocopy)	Degree certificate (Original)	
In person (hand to hand)	Rs. 200	Rs. 200	Rs. 200	Rs. 250					
By post in India	Rs. 250	Rs. 250	Rs. 250	Not allowed					
By Airmail to abroad	Rs. 250	Rs. 250	Rs. 250	Not allowed					
Postal Charges to send the sealed envelope abroad Rs. 2500/-									
For Out of India Email Charge Rs. 500/-									
Total									

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Postal Charges to send th	e sealed envelope abr	road Rs. 2500	)/-	<u> </u>	·	•		
For Out of India Email C	Charge Rs. 500/-							
							Total	
Total Amount in Words:								
Detail of DD in Case Amoun	t is to be paid by DD	<u> </u>						
Name of the Bank		DD No		Date	;	Amount		
	n in Indian Rupees onlaration by the candid	ly) currency i	candidate is ap	op is not accept	able.]		oreign co	Junu y t
I hereby declare that the above Date: Place:	information and attach	ned documents	s are true correct	as per the best	of my knowled	lge		
				2)	Signature of Ca	andidate)		
<u>Dec lara</u>	ation by the Institutio	on/Company (	(In Case Applic	ant is Institutio	n/Company)			
I hereby declare that we hat the original. In case the M necessary to take legal ac	Marksheet / Degree	e Certificate	will not be ve	erified with th		•	• •	

Date:		
Place:		(Authorized Signature)
	Important Instructions	

- Visible photocopies of documents are to be attached in adequate numbers so that one set can be kept for office record
- For transcript verification photocopies of Transcripts duly signed by Principal / Director under the remark "Verified and Found Correct as per College Record" needs to be attached along with photocopy of all concerned marksheets (Transcripts are not issued by university but byconcerned College/Department)
- For verification of photocopy of Degree Certificate photocopies of Degree Certificates, Final (Degree) year's Marksheet (in case of semester system, attached Xerox copy of last 2 semesters' Marksheets) needs to be attached
- Demand Letter needs to be attached In case the verified documents are to be sent to the demanding Institution in Sealed envelope. On demand of candidate, such sealed envelope will be given to the candidate.
- Incomplete Application Forms (incomplete information / without required documents / without prescribed fees) are liable to be cancelled and in cases of incomplete applications no correspondences will be done from university