

PART-IV Details of Fees

Receiving Mode	Fees (Per Document Per Copy)				Number of Copies				Total 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									

Total Amount in Words:

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Detail of DD in Case Amount is to be paid by DD:

Name of the Bank		DD No		Date		Amount	
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[Fee is accepted either in cash (at the cash counter of accounts section) or Demand Draft drawn in favor of "Registrar, Veer Narmad South Gujarat University, Surat", Fees is acceptable in Indian Rupees only (even if the applicant is from the foreign country the Demand Draft must be drawn in Indian Rupees only) currency notes in the envelop is not acceptable.]

Declaration by the candidate (In Case candidate is apply in directly)

I hereby declare that the above information and attached documents are true correct as per the best of my knowledge

Date:

Place:

(Signature of Candidate)

Declaration by the Institution/Company (In Case Applicant is Institution/Company)

I hereby declare that we have verified the photocopies of the attached marksheets, Degree Certificate and photo identity proof with the original. In case the Marksheet / Degree Certificate will not be verified with the university record and University finds it necessary to take legal action against the candidate we elicit our full cooperation.

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 by concerned 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