

Nirma University, Ahmedabad

Examination Section

Verification of Educational Credential

Instructions to Apply for Verification (Attestation) of Semester Grade Report / Transcript / Degree or Diploma Certificate.

1. Fill-up an application form for Verification of Educational Credentials. Application Form is attached herewith in **Appendix - A** and also available at Examination Section of University.
2. If student cannot come personally, student can authorize someone to initiate the process on his/her behalf and inform the authorised person to bring the Authority Letter (**Appendix: B**) and his/her self-attested photo ID proof. (Govt. Issued Driving License/Passport/PAN Card and Aadhaar Card)
3. Attach the self-attested photo ID proof of student with application form.
4. Attach the Photocopy of Original Documents, which are to be verified.
5. Please bring the Original Documents with you **OR** Email us the soft copy (PDF) of the Original Documents in advance.
 - a. Transcript with the syllabus.
 - b. Degree Certificate.
 - c. Semester Grade Reports
 - d. Any other document issued by Examination Section, Nirma University.
6. **For WES, Please bring the 'Academic Record Request Form' available on WES website.**
7. Write the Name & Address of Universities / Institutions where student wants to send the sealed envelopes.
8. After the sealing process, Sealed Envelope(s) will be handed over to applicant or authorised person. OR It can be send directly by the university on payment of Postage charges.
9. Fees for Verification are Rs.500 (up to 3 sets) and Rs.100 for each additional set.

- Postage Charges: (I) Out side of India- Rs.2000 for each envelope.

(II) Within India-Rs. 300 for each envelope.

Mode of Payment: (I) Cash

(II) Payment through NEFT:

_ Name of the Beneficiary: **Nirma University**

_ Bank Account Number: **09720180085**

_ Bank Name: **The Kalupur Comm. Co. Op. Bank Ltd. - Nirma University Branch**

_ IFSCCode: **KCCB0NRM097**

The process of application will be initiated only after the confirmation of payment of the fees.

10. **The process of application will be declined if the Documents furnished are incomplete.**

Note: 1. Issuance Period - Minimum 01 working day.

2. **Office hours:** Monday to Friday: **11:00 AM to 06:15 PM** and Saturday: **8:45 AM to 04:45 PM**
(Holiday observed on 2nd & 4th Saturday), Recess hours: **2.00PM to 2.30PM.**

For any query and clarification, please contact to the office of Examination Section of University

Contact Details: Email: Verification@nirmauni.ac.in

Tele No.: 079-71652 672 – 671 / 02717 – 241911-12

Correspondence address: Deputy Registrar (Examinations Section)
Nirma University
Sarkhej-Gandhinagar Highway,
Ahmedabad 382 481, Gujarat, India

Nirma University, Ahmedabad

(Examination Section)

Edu. Veri. ID

Application Form for Attestation / Verification of SGRs / Transcripts / Degree Certificates etc.

To,

Dy. Registrar (Examination),
Nirma University, Ahmedabad**Verification@Nirmauni.ac.in****Contact: 079 71652 672**

Sir,

I hereby apply for Attestation / Verification / Authentication of my below mentioned documents.
My details are given hereunder.

1. Roll No: _____ Name of Programme: _____
2. Name of the Student: _____
3. Permanent Address: _____
4. Contact No: (M) _____ (R) _____
5. E-mail ID: _____
6. Name of Degree/ Diploma _____ Obtained (Month / Year): _____
7. List of Documents for Attestation / Verification of SGRs / Transcripts / Degree Certificates etc.

(Please tick mark appropriately)

- | | | | | |
|---|---|--------------------------|-------------|-------|
| { | a. Transcripts with syllabus (Additional / Xerox Copy) | <input type="checkbox"/> | No. of Sets | _____ |
| | b. Degree Certificate (Xerox Copy) | <input type="checkbox"/> | No. of Sets | _____ |
| | c. Semester Grade Reports(SGR)(Xerox Copy) | <input type="checkbox"/> | No. of Sets | _____ |
| | d. Provisional Passing Certificate (Xerox Copy)/
Other _____ | <input type="checkbox"/> | No. of Sets | _____ |

8. Purpose for Attestation / Verification / Authentication : _____

Date: _____
 Place: _____ (Sign. of the Applicant) _____ Name & Sign. of Authorized Person)

(For Office Use)

Date: _____

Attestation / Verification done by

Nirma University, Ahmedabad

(Examination section)

Edu. Records Veri. ID

Total Amount

Roll No. _____ Name of the student: _____

E. Mail. : _____ Mobile No. _____

Details of Addresses to dispatch sealed envelopes of verified documents:

Address – 1 Outside India <input type="checkbox"/> Within India <input type="checkbox"/> Ref. No. _____ _____ _____	Address – 2 Outside India <input type="checkbox"/> Within India <input type="checkbox"/> Ref. No. _____ _____ _____
Address – 3 Outside India <input type="checkbox"/> Within India <input type="checkbox"/> Ref. No. _____ _____ _____	Address – 4 Outside India <input type="checkbox"/> Within India <input type="checkbox"/> Ref. No. _____ _____ _____

Date: _____

(Name & Signature of the Applicant/Authorized Person)

(For Office Use)

To.

Account section.

Nirma University, Ahmedabad.

Pl. Accept fees of towards Verification charges of Educational Records
+ Postage/Courier charges

for Roll/Exam. No. _____ Student's Name: _____

Details of Charges under Verification of Educational Records:

Educational Verification charges. [up to 3 sets]		Rs. 500/-	
+ Charges for Additional Set – Rs. 100/-	x	+	
+ Postage/Courier charges.			
Outside India – Rs. 2000/-	x	+	
With India – Rs. 300/-	x	+	

Online Payment Date:	
Online Payment Ref. No.	
Online Payment Rs.:	

Edu. Records Veri. ID

Office Supdt., Exam. Section - NU

Letter of Authority

I, _____ (Name of Student),

Roll No. _____ Programme _____ presently

residing at _____ (full address)

hereby authorize Mr./Ms. _____ Age _____

residing at _____ (full address),

Telephone No. (M) _____ e-mail id _____

to act on my behalf in the matter related to verification (authentication) of my educational documents/ Pay the fees/ Apostille/ Duplicate documents/ to collect original documents (SGRs/ Transcript / Degree Certificate) or Verified sealed envelope(s) from Examination Section – Central Office of Nirma University and it will be considered by the University as acknowledged by me.

I attach my Identity proof in support of verification of my signature and authorized person will also submit his / her Photo-ID proof.

Signature of Student with Date

Signature of Authorized Person with Date

(For Office Use)

Acknowledgement

I have received following documents from Nirma University for _____
on his/her behalf and I acknowledge for the same.

1. _____
2. _____
3. _____
4. _____

Signature of Authorized Person with Date