

Verification of Marksheet

Procedure:

- Person / Institution who wish to verify Photocopies (Xerox) of Marksheet Needs to do an application addressed to The Registrar mentioning the purpose.
- Following Documents needs to be attached with the application
 1. **Visible** xerox copy of Marksheet
 2. Demand letter in case the verified marksheet is to be sent to the demanding Institution (In case marksheet to be sent to any institution, Sealed envelop containing **verified marksheet will be sent directly to the demanding institution.** In any case such envelop will not be given to anyone)
 3. one extra copy for office record

Note: **Do not Stamp or mention anything on Xerox copy of Marksheet.**

Fees:

- (i) For receiving in person (**hand to hand**):
Rs. 50/- per document
 - (ii) For receiving **by post in India**:
Rs. 100/- per document
 - (iii) For receiving **by airmail to abroad**:
Rs. 500/- per document
- Fee is accepted either in cash or DD drawn in the name of "**Registrar, Veer Narmad South Gujarat University, Surat.**"

For Further Information Please Contact:

Examination Section, Marksheet Branch, Room No: 106,

Phone: 0261 – 2203059, Fax: 0261-2227148, E-mail: veernarmad@yahoo.com