

Verification of Degree Certificate (Photocopies /Xerox)

Procedure:

- Person / Institution who wish to verify Photocopies (Xerox) of Degree Certificate Needs to do an application addressed to The Registrar / The Controller of Examination mentioning the purpose.
- Following Documents needs to be attached with the application
 1. A visible xerox copy of Degree Certificate
 2. Final (Degree) year's Marksheet (in case of semester system, attached xerox copy of last 2 semesters' Marksheets).
 3. Demand letter in case the verified Degree Certificate is to be sent to the demanding Institution (In case Degree Certificate to be sent to any institution, Sealed envelop containing **verified Degree Certificate will be sent directly to the demanding institution.** In any case such envelop will not be given to anyone)

Note: **Do not Stamp or mention anything on Xerox copy of Degree Certificate & 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.**"
 - During the procedure in case university has to do any correspondences, postage charges Rs. 50/- (Fifty Only) will be applicable per transaction

For Further Information Please Contact:

Examination Section, Convocation Branch, Room No: 207,

Phone: 0261 – 2203058, Fax: 0261-2227148, E-mail: veernarmad@yahoo.com