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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E-mail : info@vnsgu.ac.in, Website : www.vnsgu.ac.in

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: | | | | |
Mobile Number	Telephone Numbers with STD Code
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
1	Voter's Identity Card	
2	Passport (all pages)	
3	Driving License (all pages)	
4	PAN Card (Both Side)	
5	Aadhar Card	

PART–III Details of Documents to be verified

Marksheets		Degree 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 (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. 100	Rs. 150	Rs. 150	Rs. 200					
By post in India	Rs. 150	Rs. 150	Rs. 200	Not allowed					
By Airmail to abroad	Rs. 150	Rs. 150	Rs. 150	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:

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

Name of the Bank		DD No		Date		Amount	

[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 knowledgeDate:

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 thecandidate 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 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.
  Ondemand of candidate, suchsealed 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 fromuniversity

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