



Application Form for Verification

PART-I DETAILS OF APPLICANT

Purpose of Verification.....

Mobile Number _____ E-mail ID _____

[illegible]

PART-IV FEES DETAILS

(The Fees Should be Paid by Online Mode Only)

Amount Paid Rs. **Online Payment Reference No.**

Bank / UPI / Gateway Name

Bank Branch Name

Date

DECLARATION

I / We hereby declare that I / We have obtained consent from the candidate for verification of their credentials. I we also, agree that we will use the information provided by the university for our own purpose and not for any other organization or individual. We understand that the information provided is not for public circulation. I / We also agree that disputes, if any arises by virtue of university reply, the place of taking legal action is subjected to the jurisdiction of Namchi, Sikkim

Date:

Signature of the Applicant

Place:

MANDATORY ENCLOSURES

1. Online Transaction Fees Slip.
2. Photo Identity Proof of the Candidate whose Documents are to be Verified (Applications Received without Photo Identity Proof will not be Processed / will be cancelled)
3. Enclose the Particulars to be Verified
4. Consent from Concerned Candidate for Verification

SIKKIM GLOBAL TECHNICAL UNIVERSITY

NAMCHI SIKKIM 737126

General Instruction for Verification of Academic Documents

- The Degree/ Marksheets can be verified only by an employer/ Head of the Institution/ The embassy or High Commission/ Reputed Foreign/ Indian Credentials Verification Agencies and any other agency specified by the academic council. The concerned office who wants the verification shall have to make formal request along with the photocopy of the Degree certificate or marksheets or Both.
- The application/ request for the Degree or marksheets or both verification be addressed to Controller of Examinations, Sikkim Global Technical University, Namchi, Sikkim 737126
- No Personal request for verification is entertained.
- The verification process takes at least thirty working days in normal and fifteen working days in Express Mode.
- Verification of degree or marksheet gets delayed as many times the VERIFICATION AGENCY does not make payment of the required online fee. In such cases, why student must share the copy of the fee receipt with Examination Branch at the email ID given below. info@sgtu.ac.in
- The verified document will be sent to the office from where the request has been received (not by hand). University is not responsible for Postal delay or missing of documents, if any.
- Upload all supporting documents in a single PDF file which should be legible and clear, Blur documents will be considered as incomplete application.
- Academic documents (Marksheets/Degree/Transcript) issued by the university will be verified by the university, on the receipt of payment of the following fees-

INR 1500/- (One Thousand Five Hundred Rupees only) per candidate, per document in normal mode.

INR 2500/- (Two Thousand Five Hundred Rupees only) per candidate, per document in express mode.

Account Details-

Account Name

Account Number

Bank

IFSC Code

- For all the enquiries related to verification of documents/records the following email address may be used-
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