Circular

Sub: Procedure for GTU Student Academic Document Verification through e-mail from company/Institution.

With reference to circular No.GTU/BE/Doc_Ver/WIN13/784 dated 23-01-2014, the company/Institution, who want to get GTU Student’s academic verification from the University through e-mail is required to follow below mention procedures.

1. Request mail from company/Institution to the student_support@gtu.edu.in e-mail id.

2. Verified or not verified scanned copy of Academic documents of students (like marksheet, degree certificate etc.) for verification to be attached in the e-mail.

3. Receipt of SBI online payment to be attached in the e-mail. (Link for online payment is mentioned below).
   
   http://www.gtu.ac.in/Payment
   http://gtu.ac.in/ImpCircular/SBIPayment%20Instructions.pdf

Fees to be paid for document verification is as below:

1. Fees for Mark sheet - 50/- INR
2. Fee for Provisional Certificate - 100/- INR
3. Fee for Degree Certificate - 100/-INR
4. Fee per Transcript - 100/- INR

Request e-mail without above details/Documents will not be processed. (i.e. not taken into consideration).

The Circular will be effective from the date of publication of the circular.

-sd-

I/C Registrar