



UNIVERSITY OF KASHMIR

Guidelines/Procedure for Seeking Verification Report for Marks/Degree Certificates

FormNo.:57408

Before seeking verification report regarding academic documents submitted by an applicant, the Agencies/Recruiting Institutions /Departments etc., must strictly adhered to the following guidelines:-

1. The concerned Institution/Department should seek the verification report on the format hosted on the University Website www.kashmiruniversity.net under the caption "Request for verification of Marks Cards/Degree Certificates".
2. Besides, filling the form, Xerox copy of Marks/Degree Certificate of each candidate as the case may be, be enclosed with the request.
3. A fee of Rs.300/- for each course/Certificate be either deposited directly in the University chest or through demand draft favouring Registrar/Controller of Examinations, University of Kashmir, Srinagar payable at Jammu & Kashmir Bank, Hazratbal Srinagar.
4. It has been observed that some Departments/Institutions are forwarding the verification requests by hand through the concerned candidate/applicant. Since it involves confidentiality, no hand to hand verification requests will be entertained.
5. No telephonic request regarding verification of any document is entertainable.
6. Verification report will be provided when all the formalities mentioned above are completed.
7. After receiving the request complete in all respects, verification report will be provided within 20 days through mail/postal services.

Note: A candidate who has been awarded the degree cannot himself make the request for verification of his/her degree/course, as it is the agency/department other than the candidate who needs to verify his/her credentials.

Copy to:

Request for Verification of Marks Cards/Degree Certificates

No: _____

Dated: _____

**The Controller of Examinations,
University of Kashmir,
Srinagar**

Sir,

Please provide the verification report of the candidate(s) who's details are given below. The Verification fee has been deposited in the shape of Demand Draft favouring Registrar /Controller of Examinations, University of Kashmir, Srinagar, mentioned against each.

S.No.	Registration No.	Name of the Candidate /Parentage	Roll No.	Session	Class	Documents to be verified Marks/Degree Certificate	DD. No./ Date	Amount

Yours faithfully

Encls:-

1. Xerox copy of marks card (if verification is required for marks card).
2. Xerox copy of Degree Certificate (if verification is required for degree certificate).
3. Original Demand Draft (Rs.300/- each per Degree/Marks Certificate)



The Jammu and Kashmir Bank Limited
BANK COPY



PAY IN SLIP FOR University of Kashmir

Dated: 9/26/2017	MCER NO: 17 - 57408
Name :	Parentage:
Address:	Contact No:
Account No: 0007040500001007	Purpose: Verification of Certificates
Amount :	
Sign. of Depositer	Bank Seal & Signature



The Jammu and Kashmir Bank Limited
UNIVERSITY COPY



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Amount :	
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The Jammu and Kashmir Bank Limited
DEPOSITOR'S COPY



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