



# UNIVERSITY OF KASHMIR

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

**FormNo.:162554**

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](http://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.

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