



**Requisition form for Degree/ Education verification by external agencies/
organizations**

(To be filled by external agencies/ organizations)

1. Full Name of the Agency/Institution/ : _____
Organization (in CAPITAL) _____
2. Address with pin code : _____

3. Mobile No. : _____
4. Email Address : _____
5. Website URL : _____
6. Name of the authorized person : _____
7. Designation : _____
8. Please verify the document of : _____ (student's name)
Roll No. _____, Programme : _____
Department : _____

9. Document(s) required:

Document(s) Requested	Please tick (✓)
a) Education Verification through email	
b) Education Verification through letter	
c) Degree Attestation	

Please enclose photocopy of the degree certificate as supporting document.

10. Purpose of degree verification : _____
11. I certify that the prescribed amount has been paid:
i. For the document(s) : Rs. _____
ii. For Postal charges : Rs. _____

Total (in words):Rs. _____

12. Details of payment:

Online Transaction / UTR No. _____

(Enclose print out of the receipt / transaction. Application will be processed only after confirmation from accounts section.)

Date:

(Office seal)

Signature of the authorized person