



SATHYABAMA UNIVERSITY

(Established under section 3 of UGC Act, 1956)

Jeppiaar Nagar, Rajiv Gandhi Salai, Chennai – 600 119



APPLICATION FOR DEGREE CERTIFICATE VERIFICATION/GENUINENESS (Applicable only for the degree certificates issued by Sathyabama University)

ORGANIZATION DETAILS

1. Name and communication address of the organization applying for certificate verification :
2. Purpose of verification :
3. Name of the contact person :
4. Contact phone No. Land line of the contact person (with STD code) :
5. Fax No. with STD code :
6. Mobile number of the contact person :
7. E Mail I D of the contact person :

STUDENT DETAILS

1. Name of the student whose Certificate is to be verified (In capital letters with initial, as printed in the degree certificate) :
2. Register number of the student (as printed in the degree certificate to be verified) :
3. Name of the course/branch completed in Sathyabama university :
4. Year of passing the degree (photo copy of both sides of the degree certificate must be enclosed) :

PAYMENT DETAILS

(Not applicable for Government organizations/Educational Institutions)

Demand draft to be drawn in favour of **"THE REGISTRAR, SATHYABAMA UNIVERSITY"**, payable at **"Chennai"** for **Rupees Five Hundred** per certificate verification

Note: **Name and register number of the student must be written on the back side of the demand draft**

1. Demand draft number : Date of demand draft :
2. Demand draft issued by (bank name and place) :

Place:

Date:

Authorized signature of the applying organization with seal

INSTRUCTION TO FILL THE APPLICATION FOR DEGREE CERTIFICATE VERIFICATION

| Type of organization | Fees to be paid for degree certificate verification/genuiness |
|---|---|
| Government organizations/Educational institutions | NO FEES |
| Private organizations / Consultancy firms / Employment agents | Demand draft has to be drawn in favour of "THE REGISTRAR, SATHYABAMA UNIVERSITY" , payable at "Chennai" from any nationalized bank for Rupees Five Hundred per certificate verification. |

- This certificate verification/genuiness application will be considered only for the degree certificates issued by "Sathyabama University".
- Consultancy firms/employment agents engaged in business of employment can get the verification certificate of the degree issued by Sathyabama University (on chargeable basis) for their clients & prospective employees
- All educational institutions and Government organizations can get the verification certificate of the degree issued by Sathyabama University (without any charges) for their prospective employees & students
- All details should be filled neatly and legibly. Incomplete applications will not be considered.
- Photo copy of both sides of the degree certificate must be enclosed. Please do not enclose any photo copies other than degree certificate. Application without the photocopy of the degree certificate will be rejected.
- Demand draft should be enclosed along with the application form. Demand draft has to be drawn in favour of **"THE REGISTRAR, SATHYABAMA UNIVERSITY"**, payable at **"Chennai"** from any nationalized bank for **Rupees Five Hundred** per certificate verification.
- Name and register number of the student must be written on the back side of the demand draft.
- If an organization wants more than one verification certificate separate forms should be sent for each student with separate demand drafts i.e each demand draft for Rs.500/- (demand draft taken for bulk amount will not be accepted).
- This application along with photocopy of degree certificate and demand draft should be sent to **The controller of examinations**, Sathyabama university, Jeppiaar nagar, Rajiv Gandhi salai, Chennai – 600 119.
- Verification certificate will be dispatched by registered post from our office within ten days of receipt of this application form.
- Verification certificate will be faxed only on special request. A covering letter may be attached along with this application form.
- **For enquiry please contact : Univ. Office Tel : 044-24503150,51,52,53,54,55 Extn. 5025,
E. mail : coeoffice@sathyabamauniversity.ac.in**