*Format for Application For Educational Verification*

*( to be typed official letter head )*

Reference no

Date

To

The Principal

Government College of Engineering and Research

Avasari Khurd

Tal Ambegaon Dist Pune

Pin code 412405

Subject : Student Academic verification for employment.

Dear Sir/ Madam,

 We are an authorized agency to conduct background check for employer / prospective employees being recruited by various companies in India.

We hereby request you to verify the details below and authenticate the documents

provided by Mr/Ms \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thanks & Regards

Name and signature of Authorized person

1. ***DETAILS OF STUDENT***

|  |  |  |
| --- | --- | --- |
| s.n. | Particulars | Information provided by the Candidate |
| 1 | Name of Candidate |  |
| 2 | Degree Name |  |
| 3 | Specialization / Major/ Branch |  |
| 4 | Roll Number / Registration Number / Final Exam Seat Number |  |
| 5 | Grade/CGPA/Percentage/Final Marks |  |
| 6 | Year of Passing |  |
| 7 | Mode of Education  | REGULAR |
| 8 | Additional Remark |  |

1. ***DETAILS OF ATTACHMENTS***
2. *Final year marksheet ii) Degree certificate iii)Receipt of Rs. 500/- iv) Any other (please Specify)*

Verification Charges Rs : 500 /- per candidate Mode Of Payment : CASH / SBICOLLECT

Receipt No/ E-Receipt No:

Send By : Email (dpu@gcoeara.ac.in) / By hand / By Post / Other

For Online Payment CLICK “*PROCESS OF SBI COLLECT*”

*Please send by Scan copy of application for Educational Verification along with Verification charges Receipt through E-mail.Bottom of Form*

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