



GANPAT UNIVERSITY

Ganpat Vidyanagar- 384012, Mehsana-
Gozaria Highway, Mehsana, GUJARAT,
INDIA

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APPLICATION FORM FOR DOCUMENT VERIFICATION / WES / CREDENTIAL EVALUATION

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|--|---|------------|--|--|--|----------------|--|--|--|--|--|----------|--|--|--|
| Enrollment No./Examination No.: | | | | Details of payment made(Online/DD/RTGS) | | | | | | | | | | | |
| Program: | | | | Demand Draft No.: | | | | | | | | | | | |
| Degree & Branch: | | | | D. D. Date: | | | | | | | | | | | |
| College/Institute Name: | | | | Bank Name: | | | | | | | | | | | |
| | | | | Amount Paid Rs.: | | | | | | | | | | | |
| 1. | Name of the Student (As per the last semester/year Marksheet or Grade Card) | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| 2. | Address for Communication: | | | | | | | | | | | | | | |
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| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | PIN CODE | | | |
| Phone: (R) | | (M) | | | | E-mail: | | | | | | | | | |
| 3. | Gender: | Male | | Female | | | | | | | | | | | |
| 4. | No. of Certificates/ Marksheets to be verified | | | | | | | | | | | | | | |
| 5. | Purpose for which the document Verification required | | | | | | | | | | | | | | |
| 6. | Declaration: I solemnly declare that the particulars given above are correct to the best of my knowledge. I also understand that if the information provided by me in the form is incorrect, incomplete or false, my application will be rejected upon detection at any stage. | | | | | | | | | | | | | | |
| Place: | | | | | | | | | | | | | | | |
| Date: / / | | | | | | | | | | | | | | | |
| Signature of the Candidate | | | | | | | | | | | | | | | |
| FOR OFFICE USE ONLY | | | | | | | | | | | | | | | |
| a. | Application Checked by: | | | Request Approved by the Controller of Examinations: | | | | | | | | | | | |
| b. | Office Record Verified by : | | | | | | | | | | | | | | |
| c. | Asst. Registrar (Exam): | | | | | | | | | | | | | | |
| e. | Document Verification issued on: | | | | | | | | | | | | | | |

INSTRUCTIONS

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|----|---|--|----|---|----|---|----|--|
| 1) | <p>Candidate who seeks for Document Verification / World Education Service (WES) verification has to follow guidelines as below.</p> <ul style="list-style-type: none"> WES verification require for students and immigrants planning to study or work in the U.S. and Canada. Documents required at WES are (i) all semesters Mark-Sheet/Grade-Card, (ii) Diploma/Degree Certificate, (iii) Transcript and (iv) latest WES Academic Records Request Form filled with WES reference no, your detail and your sign. For all type of verification Application should be made by the candidate/verification agency in the prescribed format and should be submitted personally or by post to; <ul style="list-style-type: none"> The Registrar, Ganpat University, Ganpat Vidyanagar- 384012, Mehsana-Gozaria Highway, Mehsana, GUJARAT, INDIA <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> The candidate may also send the scan copy of duly filled application form along with supporting documents(high resolution) and prescribed fees with postage charges by email on coe@ganpatuniversity.ac.in or asst.registrar@coe@ganpatuniversity.ac.in | | | | | | | |
| 2) | <p>Fees for Document Verification for</p> <ul style="list-style-type: none"> Mark Sheets Provisional Degree Certificate Degree Certificate Transcript or any other certificate | <p>Rs. 100/- per certificate subject to minimum Rs. 300/- and maximum of Rs. 1000/-</p> | | | | | | |
| 3) | <p>The fee should be paid in the form of Demand Draft in favour of the “Ganpat University payable at Mehsana” or through NEFT/RTGS/IMPS with details as under: (The Cheque of any type shall not be accepted)</p> <ul style="list-style-type: none"> NEFT/RTGS/IMPS Details:- <ul style="list-style-type: none"> Bank Name: The Mehsana Urban Co-op Bank Ltd., Branch: Ganpat Vidyanagar Account Name: Ganpat University Account No. 00261001000948 IFSC Code: MSNU0000026 | | | | | | | |
| 4) | <p>Postage Charges is as follow, if requested through physical mail.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;">a)</td> <td>Within Gujarat : Rs. 150/- + 18% GST = Rs. 177/-</td> </tr> <tr> <td>b)</td> <td>Within India : Rs. 300/- + 18% GST = Rs. 354/-</td> </tr> <tr> <td>c)</td> <td>Abroad: 2000/- + 18% GST = Rs. 2360/- or as Actual on weight whichever is higher.</td> </tr> </table> | | a) | Within Gujarat : Rs. 150/- + 18% GST = Rs. 177/- | b) | Within India : Rs. 300/- + 18% GST = Rs. 354/- | c) | Abroad: 2000/- + 18% GST = Rs. 2360/- or as Actual on weight whichever is higher. |
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| b) | Within India : Rs. 300/- + 18% GST = Rs. 354/- | | | | | | | |
| c) | Abroad: 2000/- + 18% GST = Rs. 2360/- or as Actual on weight whichever is higher. | | | | | | | |
| 5) | <p>Fees not refundable and not adjustable in any case.</p> | | | | | | | |