OFFICE OF THE CONTROLLER OF EXAMINATIONS
JADAVPUR UNIVERSITY
KOLKATA – 700 032, INDIA
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General Instructions for **Verification of Academic Document(s)**

1. **Documents and fees required:**

   a) Send the documents (a photocopy of Degree awarding Certificate and / or Grade Card / Mark-sheet of **Final Examination only)** issued by the Jadavpur University, to be verified and details of remittance (receipt of fees paid online or through DD) for verification of credit, to the Controller of Examinations, Jadavpur University, Aurobindo Bhavan (1st Floor), Jadavpur University, Kolkata - 700 032; either by post or by hand or by email (in case of online verification, **pls send to controllerexam@jadavpuruniversity.in**).

   b) An official letter for such verification, issued by the Government or any registered and / or recognised organization (company / college / university, etc.) is must for the verification (no personal request for verification is entertained).

   c) Fees @ **US $50** for any Foreign Verification Company, or **its equivalence** in **Indian Rupees** for Indian Verification Company, for each document, per candidate per course of study.

2. **Mode of Payment:**

   a) Demand Draft in favour of the **"Registrar, JU"**, payable at Kolkata.

   b) Money Transfer :

In Indian Rupee : (equivalent to US$ 50)	State Bank of India, Jadavpur University Branch, Kolkata IFSC CODE – SBIN0000093 Account No. 11079699404 Account name : JADAVPUR UNIVERSITY
In US Dollar (from abroad) :	State Bank of India, Overseas Branch, Kolkata Samriddhi Bhavan, A – Block 1, Strand Road, Kolkata 700 001. West Bengal, India Branch Code – 4805 RTGS/NEFT – SBIN004805 Account No. – 11051171124 SWIFT Code – SBI NIN BB 106

3. **Delivery related information:**

   a) Normally **05 (five) working days** are required for verification of academic documents.

   b) Verified document(s) in sealed envelope is / are sent to the addressee within India by Speed Post **(not by hand**) only. University is not responsible for Postal delay or missing of documents, if any.

   c) In case of Foreign Verification Company whose respective address is not within India, our report regarding such document(s) is e-mailed to the company. Instead the same can also be collected by hand from the P. A. to the Controller of Examinations.

4. For further clarification, if required, please contact the P.A. to the Controller of Examinations, Jadavpur University (Contact No. 033-2457-2286) between 03.00 P.M. and 05.00 P.M. except Saturday, Sunday and Holidays.