GUJARAT
TECHNOLOGICAL UNIVERSITY

No: GTU/BE/Doc_Ver/WIN13/784   Date: - 23-01-2014

Circular

Sub: Procedure for GTU Student Academic document Verification

The Company/Institution, who wants to get GTU student's academic document verification from the university, is required to follow below mention procedure.

1. Write a request letter to the Registrar at below address:

    The Registrar,
    Gujarat Technological University;
    Nr.Vishwakarma Government Engineering College;
    Nr.Visat Three Roads, Visat – Gandhinagar Highway;
    Chandkheda, Ahmedabad – 382424 - Gujarat

    → Request Letter should mention company's/Institution's communication address & other contact details.

    → Request Letter should specify Student's Enrollment No., Name and Course studied

2. Photo Copy of Academic document (Like mark sheet, degree certificate etc.)For Verification.
3. Receipt of SBI online Payment. (Link for Online Payment is mention below).

    http://gtu.ac.in/ImpCircular/SBIPayment%20Instructions.pdf

    Fees to be paid for document verification is as below

    1. Fee per Mark sheet   –   50/- INR
    2. Fee per Provisional Certificate – 100/- INR
    3. Fee per Degree Certificate –   100/- INR
    4. Fee per Transcript -   100/- INR

Request letter without above details/Documents will not be processed. (I.e. not taken into consideration)

This Circular will be effective from the date of Publication of this Circular.

-sd-

I/C Registrar