



GUJARAT TECHNOLOGICAL UNIVERSITY
(Established under Gujarat Act No. 20 of 2007)

ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી
(ગુજરાત અધિનિયમ ક્રમાંક: ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

No.GTU/SSS/Veri/2024/ 7184

Date: 11-09-2024

Circular

Sub: Procedure for GTU Student Academic Document Verification from company/Institution.

The company/Institution, seeking academic document verification for GTU students on the University's letterhead must follow to the below procedure:

1. Write a formal request letter addressed to the Registrar at the following address

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

- Request Letter should include the company's or institution's communication address and other contact details.
- Request Letter should specify student's Enrollment Number, Name, and Course of Study.

2. A photocopy of the academic document(s) (e.g., marksheet, degree certificate, etc.) issued by the University for verification.

3. Receipt of SBI online Payment (Link for Online Payment is provided below).

<https://www.onlinesbi.sbi/sbicollect/icollecthome.htm>

Select the category "**Academic Document Verification (From company/Institution)**" for document verification. The fees are as follows:

- | | |
|---------------------------------------|----------|
| 1. Fees per Marksheet - | 50/- Rs |
| 2. Fees per Provisional Certificate - | 100/- Rs |
| 3. Fees per Degree Certificate - | 100/- Rs |
| 4. Fees per Transcript - | 100/- Rs |



Requests without the specified details/documents will not be processed.

This procedure is effective from the date of publication of this circular.


Registrar 9/9/24

Winners of: ICT Enabled University Award E-India - 2009 Manthan Award - 2009

Nr. Visat Three Roads, (Campus of Vishwakarma Government Engg. College & IIT, Gandhinagar), Sabarmati - Koba Highway, Chandkheda, Ahmedabad-382424. Gujarat, India. Tele: 079-23267500 E-mail : registrar@gtu.ac.in URL : www.gtu.ac.in