

7.	State whether Photocopy of the following documents are attached [Please (✓)]	
	a) Semester Mark Statement	Yes / No
	b) Consolidated Mark Statement	Yes / No
	c) Provisional Certificate	Yes / No
	d) Degree Certificate	Yes / No
	e) Online Payment receipt	Yes / No

Ref. No. :
(if any)

To,

**The Controller of Examinations / Additional Controller of Examinations, Madurai Kamaraj University,
Madurai-625 021.**

Sir / Madam,

Sub: Verification of Educational Records - reg

It is kindly requested to send the Genuineness Certificate for Semester Mark Statement / Consolidated Mark Statement / Provisional Certificate / Convocation Certificate of the candidate Mr. / Ms. / Mrs. _____, Reg.No. _____ for the course _____ to the undersigned.

Place:

Date:

**Signature of the Employer /
Verification Agency with seal**

Mandatory Field:

<p>Address of the Employer / Verification Agency for correspondence (To which the genuineness certificate is to be sent)</p>

**** Important Note:**

- It is mandate to submit separate application form for each candidate.**
- If the Genuineness is required for more than one course for the same candidate, kindly submit separate applications for separate courses of the candidate.**
- Photo copy of Consolidated Mark Statement should be attached mandatorily for obtaining Genuineness for any certificate.**

INSTRUCTIONS

It is informed that the following guidelines should be adhered to while seeking verification of the certificates issued by this University.

1. **With effect from 01.04.2018**, a sum of **Rs.1800/-** (fee for request made from the organizations in India) or **US \$90 (including Postal Charge)** (in the case of request from a foreign country) should be remitted to the University **“ONLY THROUGH SBI ONLINE PAYMENT”** towards verification and issue of Genuineness Certificate (**for each course / certificate**). The Payment other than online could not be accepted.
2. The agency/organization, which sends the request, is requested to send the clear Photo copy (full image including the signature) of the Consolidated Statement of Marks or Provisional Certificate or Convocation Degree Certificate whichever is applicable.
3. The applications should be sent to **“The Controller of Examinations, Madurai Kamaraj University, Palkalai Nagar, Madurai – 625 021”**, which is applicable to all the candidates (including DDE) applying for Genuineness for Degree Certificate as well as the candidates studied in regular mode applying Genuineness for Semester Mark Statements / Consolidated Mark Statement / Provisional Certificate.
4. The applications of the **DDE candidates, except Genuineness for Degree Certificate**, should be sent to the **“Additional Controller of Examinations, Directorate of Distance Education, Madurai Kamaraj University, Madurai – 625 021”**
5. **The Employer /Verification Agency can only apply for Genuineness Certificates for the candidates.**
6. **The Genuineness Certificate could not be processed without this application form at any circumstances.**
7. **The Genuineness Certificate will not be given to the candidate in person at any circumstances.**
8. **The Candidates should not come in person to inquire about their genuineness certificates failing which the Genuineness application form will be treated as invalid since it is a confidential report.**
9. **This application will be rejected without the signature of the Employer / Verification Agency with seal and address.**
