



MADURAI KAMARAJ UNIVERSITY
Accredited by NAAC with 'A++' Grade in the 4th Cycle
APPLICATION FOR GENUINENESS CERTIFICATE
(This application should only be filled, signed and submitted by the
Employer / Agency)



From, (Address of the employer with email id)

To,

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

Sir / Madam,

Sub: Verification of Educational Records – reg

I request you to kindly send the Genuineness Certificates for the candidates as per the list enclosed herewith along with photo copies of academic certificates and payment challans.

Sl. No.	Name of the Candidate	Register Number	Month & Year of Passing	Name of the Certificate *	Amount paid & Challan Number
1.					
2.					
3.**					

Kindly dispatch the same at the earliest.

Thanking you,

Yours faithfully,

Place:

Date:

Signature of the Employer
with seal

Note:

*Please mention whether 'Semester Mark Statement' / 'Consolidated Mark Statement' / 'Provisional Certificate' / 'Degree Certificate'.

** If the number of candidate is more than three, please attach a separate list duly signed by the employer with seal.

REVISED FORM (w.e.f 1.11.2022)

INSTRUCTIONS

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

1. Payment Details:

Sl.No.	Genuineness Certificate requested for	Online Payment should be made to
i)	<u>For both Regular and DDE Students</u> a) Consolidated Mark Statement b) Provisional Certificate c) Degree Certificate	“ The Registrar, Madurai Kamaraj University, Madurai”
ii)	<u>For DDE Students Only</u> a) Course Completion Certificate	“ The Director, Directorate of Distance Education, Madurai Kamaraj University, Madurai”

2. **With effect from 1.11.2022**,(i) a sum of Rs.2000/-for Government Sectors, (ii) Rs.2500/- for Agencies and Private Sectors (fee for request made from the organizations in India) and (iii) 100 US\$ in the case of request from a foreign country) should be remitted to the university in favour of ‘**The Registrar, Madurai Kamaraj 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. However the prescribed fee exempted for BAR council and Government Colleges of Tamilnadu.
3. The agency/organization, which sends the request, has to send the clear Photocopies (full image including the signature) of the Consolidated Statement of Marks and Provisional Certificate and Convocation Degree Certificate.
4. 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.
5. 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”**
6. **The Employer /Verification Agency can only apply for Genuineness Certificates for the candidates.**
7. **The Genuineness Certificate could not be processed without this application form at any circumstances.**
8. **The Genuineness Certificate will not be given to the candidate in person at any circumstances.**
9. **The Candidates should not come in person to inquire about their genuineness certificates failing which the Genuineness application will be treated as invalid since it is a confidential report.**
10. **This application will be rejected without the signature of the Employer / Verification Agency with seal and address.**

Grievances or enquiries regarding the application should only be sent to the following email id:

grievancescemku@mkuniversity.ac.in