Procedure for Verification of Degree Certificate / Education

The following formalities need to be completed by the agency while forwarding the Education verification requests:

1. Application requests clearly mentioning the details of the Alumni as per the attached form.
2. A copy of the degree certificate to be verified may be attached along with the application form.
3. The charges per student as applicable are to be paid through online as per the bank details furnished in **Table 1**

In India		Outside India		Agencies located abroad	
Verification charges through email (₹)	Verification charges through courier (₹)	Verification through email (₹)	Verification through courier (₹)	Verification through email (USD)	Verification through courier (USD)
₹500/-	₹600/-	₹500/-	₹1500/-	USD $25	USD $50

4. The verification procedure will be completed within 10 working days from date of receipt of Demand Draft.

5. For any further queries please contact:
   Deputy Registrar/Asst. Registrar (Academics)
   NITIE, Vihar Lake, P.O.NITIE, Mumbai 400 087
   Tel: 91-22-28573371, Fax: 91-22-2857 4033/3251
   Email: verification@nitie.ac.in

Mode of Payment:
The charges will have to be paid through online as per the details furnished in **Table 1**

Table 1: Details of NITIE Bank Account

Bank Name	State Bank of India
Account Name	NITIE Main Account
Current Account No.	10007680096
IFSC code	SBIN0009055
Branch Name	NITIE Vihar Lake
Branch Code	09055

Table 2: After online transfer/remittance, the payee must furnish the following details:

Payee's Name	:	
Bank Name	:	
Branch Name	:	
Account Number	:	
Branch Code	:	
IFSC Code	:	
Transaction ID/UTR No./Journal No.	:	
Date of Transaction	:	
Transaction Amount	:	

Application for Verification of Degree Certificate/ Education

To
Deputy/Assistant Registrar (Academic)
NITIE, Mumbai - 400087

Dear Sir,

We need the verification of the following alumnus of NITIE, Mumbai. The details are as follows:

Name of the Student	:	
Name of the Programme		
Batch & Roll No		
Dates of Attendance		
Year of Passing		
CGPA obtained		
Purpose of verification		
Name & Location of the agency		
Any other remarks		

The Bank Transaction details are furnished.as per **Table 1**.

Signature

Name & Designation

Name and Address of the company
(Including Email address and Phone)

Enclosure: As Above

Action by NITIE:

The above details are verified and found correct.

Checked by: **Deputy Registrar/Assistant Registrar (Academics)**