

INSTRUCTIONS TO APPLY FOR VERIFICATION AND AUTHENTICATION OF THE GENUINENESS OF A DEGREE CERTIFICATE

1. The request to verify and authenticate the genuineness of a degree certificate must be submitted by an institution, an embassy, an agency, or a company on its letter-head duly signed by an authority and individuals cannot apply. The template for the request is given on the next page.
2. If a candidate passed out in the recent past, yet to admit to the convocation, and has not been issued the degree certificate by the university, the institution may submit the provisional certificate of that candidate for verification in lieu of the Degree.
3. The **original degree certificate** (to be verified) issued by Bharathiar University should be **scanned clearly** (covering the full outer frame of the certificate) **as a single PDF file**.
4. **Do not affix any seal (institution, authority, or office seal or attest) on the certificate.**
5. **Fee** for verification and authentication of the genuineness of a degree certificate
 - **For Embassies, private agencies, and commercial institutions : ₹ 1500/-**
 - **For Government institutions and Govt. aided institutions : ₹ 1000/-**
6. If the verified document consignment is to be sent **abroad - By Post**, it will be sent through India Post (Air Mail), and hence, the postal charge is **₹ 1500/-** per consignment, which should also be added to the verification fees and paid by the candidate to the university.
7. If the verified document consignment is to be despatched **within India**, the consignment will be sent through India Post by the university, and **no additional postal charge** is required.
8. The verification fee could be paid online through the university online payment portal at **<https://fms.b-u.ac.in/exam-fees/>** by selecting the purpose of remittance as **"Certificate Verification"**. On successful payment, download the online payment receipt.
9. Send the request for verification in the letter-head duly signed by the authority and a clean copy of the degree certificate along with the online payment receipt to the email address **dvs@buc.edu.in**. (Mention the **subject as Application for Genuineness Verification**)
10. The submitted request will be processed, verified, authenticated, and sent to the institution as per the mode chosen (e-mail or by post).
11. Defects, if any, such as incomplete applications, insufficient fees, or unclear scanned copies of certificates, etc., should be responded by the institution/candidate within a month. Unresponsive cases will not be attended to further.
12. The institution address and email address should be mentioned clearly to receive the verified document (sealed consignment).
13. It is the sole responsibility of the institution/candidate to provide the correct information and address.
14. For **any clarification** regarding the Genuineness verification process, the University may be contacted at +914222428193 or dvs@buc.edu.in (mention the **subject as CLARIFICATION-Genuineness**).
15. The university has the right to take a decision in case of any issues.

Request cover letter Template

LETTER HEAD OF THE INSTITUTION
with
Emblem and name of the Institution
Communication Address
Contact phone/mobile number and e-mail address etc.,

Authority name and designation

Date:

To

The Controller of Examination
Bharathiar University
Coimbatore 641046.

Sir/Madam,

Sub.: Req. to verify and authenticate the genuineness of the degree certificate – reg.

I submit the request to verify and authenticate the genuineness of the degree certificate of the candidate as mentioned below.

Name of the candidate :

Course :

Register number :

Year of study :

Year of passing :

College of study :

Details of online fee payment:

Date	Amount paid	Transaction number

Purpose of verification :

Mode of receiving the verified document: By e-mail / By Post

Contact mobile number &
e-mail of the authority :

Signature and seal of the authority