

## INSTRUCTIONS TO APPLY FOR TRANSCRIPT / CERTIFICATE VERIFICATION

1. Download & print the application form (below) for certificate verification, and fill it out using uppercase.
2. All the **original documents** (which are to be verified) issued by the Bharathiar University should be **scanned clearly** (covering the full outer frame of the certificate) **as a single PDF file**.
3. Do not affix any seal (institution, authority, or office seal or attest) on the certificate.
4. **Fee** for certificate verification is **₹ 1500/-** per set. To send the verified document by both post and e-mail, an additional fee ₹ 1500 has to be paid.
5. To send the verified document **abroad**, the air mail **postal charge for abroad ₹ 1500/-** must be paid by the candidate along with the certificate verification fees.
6. To send the verified document within India, no postal charge is required and it will be sent through India Post by the university.
7. The certificate verification fee and postal **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.
8. A set includes all the certificates, such as degree, provisional, consolidated statement of marks, and semester-wise statement of marks for UG, PG, M.Phil., Ph.D., etc., that require verification.
9. If more than one set is required, then the fees in total (number of sets x ₹ 1500) should be paid.
10. **For Autonomous College Consolidated & Semester-wise mark statements** those hard copies must be attested by the Principal/Controller of examination of the college with seal and the same must be submitted to the “Controller of examination, Bharathiar University, Coimbatore 641046” in a sealed cover (superscripted as “Apn. for Transcript”) duly signed by the authority along with filled-in application. A soft copy of the same attested documents also to be mailed to the email address **dvs@buc.edu.in**.
11. Send the filled-in application and scanned document PDF file along with the online payment receipt to email and **send it to** the email address **dvs@buc.edu.in** (Mention the **subject as Application for Transcript**).
12. The submitted application will be processed, and the verified document will be returned as per the mode opted for receiving the verified document.
13. Defects if any (incomplete application, insufficient fees, unclear scanned copies of certificates etc.,) should be responded by the candidate within a month. Unresponsive cases will not be attended to further.
14. If BY POST mode is selected for receiving the verified document (sealed consignment), the recipient address has to be clearly written in its space.
15. If the sealed cover is to be collected by an authorized person, an authorization letter from the candidate and an ID proof of the authorized person are to be produced at the time of collection.
16. It is the sole responsibility of the candidate to provide the correct information in all aspects of the application form so as to route the consignment to the recipient.
17. For **any clarification** regarding the certificate verification process, the university may be contacted at +914222428193 or dvs@buc.edu.in (mention the **subject as CLARIFICATION-Transcript**).



**BHARATHIAR UNIVERSITY : COIMBATORE – 641046**

**State University - Tamil Nadu, India**

Accredited with "A<sup>++</sup>" Grade by NAAC

**APPLICATION FOR TRANSCRIPT / CERTIFICATE VERIFICATION**

### Particulars of the Candidate

Name of the Candidate \_\_\_\_\_

Register No. \_\_\_\_\_ Month & Year of Passing \_\_\_\_\_

Program/Course studied \_\_\_\_\_

College/University \_\_\_\_\_

Contact number \_\_\_\_\_ Alternate number \_\_\_\_\_

E-mail address of the candidate \_\_\_\_\_

Document/Certificate(s)  
Attached for verification  
(✓ the applicable check box)

Degree	<input type="checkbox"/>	Consolidated Statement of Marks*	<input type="checkbox"/>
Provisional	<input type="checkbox"/>	Semester wise mark statements*	<input type="checkbox"/>

No. of set(s) required \_\_\_\_\_

**Online payment: ₹ 1500 per set. To send the verified document by both post and e-mail, an additional fee ₹ 1500 has to be paid. To send abroad by post, an additional charge ₹ 1500 has to be paid).**

Date	Amount paid	Transaction number	Remarks (For office use only)

### Particulars of the Recipient

Mode of receiving the verified  
Document (✓ the applicable)

In-person	<input type="checkbox"/>	By e-mail	<input type="checkbox"/>
By post	<input type="checkbox"/>	Authorized person	<input type="checkbox"/>

Address of the recipient  
(To where the sealed cover is to be sent)

Ref. No.(if any) \_\_\_\_\_

Recipient's Contact number \_\_\_\_\_

Recipient's E-mail \_\_\_\_\_

Date of Application:

Signature of the Candidate

**\* For Autonomous College Consolidated & Semester-wise mark statements – Please refer Sl.No. 10 of the instructions.**