



SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)

(Established under Section 3 of the UGC Act, 1956)

Re-accredited by NAAC with 'A' Grade (3.58/4) | Awarded Category – I by UGC

Procedure for verification of documents issued by Examination Department, Symbiosis International (Deemed University)

Application for verification of original/ copy of documents like Statement of Marks, Grade Sheet, Certificate of Passing, Consolidated Grade Sheet, Degree or Diploma Certificate etc. issued by Symbiosis International (Deemed University) shall be made in the prescribed application form. The charges shall be paid in the form of Demand Draft in favour of Symbiosis International University, payable at Pune / By cash at the Finance Department, Symbiosis International (Deemed University), Gram: Lavale, Dist. – Pune Pin Code – 412 115 or via online mode.

The charges for verification of documents are as follows:

Verification Charges through e-mail	Within India Verification Charges through Courier (on University letter head)	Outside India Verification Charges through Courier (on University letter head)	Bank details for online payment
Rs. 1000/-	Rs. 1250/-	Rs. 2500/-	Symbiosis International University Type of Account : Savings Account No. : 050310210000023 Bank Name : Bank of India IFSC code : BKID0000503 MICR No. : 411013011 SWIFT Code - BKIDINBBPMB Branch Address: Erandvane, Karve Road, Pune - 411004

Applicants should submit copies of the document to be verified.

Verification report will be sent through email or by courier/ speed post (as requested) within 10 working days against the receipt of application and payment at the University, examination department.



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Application for Verification of Documents

To,

The Controller of Examinations
Symbiosis International (Deemed University),
Gram - Lavale, Tal-Mulshi,
Dist.: Pune – 412 115.

Sir / Madam,

We request you to kindly verify the following alumnus of Symbiosis International (Deemed University).

His / Her details are as follows:

A] ACADEMIC DETAILS -	
1) Name of the Alumnus:	
2) Name of the Institute:	
3) Name of Degree / Diploma:	
4) PRN:	

B] PAYMENT DETAILS -					
Bank Name:					
Transaction Reference OR IMPS No. / Demand Draft / Cash Receipt No.		Dated :		Amount:	

Postal address : _____

Email ID: _____

Phone No. _____

Name & Designation with Signature