INDIRA GANDHI NATIONAL OPEN UNIVERSITY
(STUDENT EVALUATION DIVISION)

DIRECTIONS FOR OBTAINING VERIFICATION REPORT FOR THE CERTIFICATES OF THE IGNOU STUDENT FOR THEIR MARK-SHEET/GRADE CARD/PROVISIONAL CERTIFICATE / DEGREE & DIPLOMA CERTIFICATES ETC.

1. As per the existing provision, the Verification Report of Mark-Sheet/Grade Card/Provisional Certificate /Degree/Diploma Certificates etc. can be provided to the Government and Non-Government Offices only. Hence, under the provision, the Verification Report can not be provided to any person or individual concerned.

2. **THE REQUISITE FEES FOR VERIFICATION OF CERTIFICATES:-**
   i) - Rs.400/- for Non-Govt. Offices and Rs.200/- for State Govt. Offices for the verification of the certificates related to Indian Students
   ii) - Rs.1200/- for Govt. and Non-Govt. Offices for the verification of the certificates related to SAARC Countries Students.
   iii)- $100 for Govt. and Non-Govt. Offices for the verification of the certificates related to Non-SAARC Countries Students.

   (THE REQUISITE FEE IS REQUIRED TO BE PAID THROUGH DEMAND DRAFT DRAWN IN FAVOUR OF 'IGNOU' PAYABLE AT NEW DELHI')

3. All the Government/Non-Government Offices, who want to seek the Verification Report of the certificates of the IGNOU Students are required to send the request letter in their "Office Letter-Head" duly signed by the authorized Officer along with following information / documents:-

   i) Photocopies of the certificates for which verification/genuineness is required. The contents of the photocopies should be legible / readable. Incomplete/illegible documents will be rejected.

   ii) Requisite fees should be given as per the prescribed rates given at Point-2 above.

   iii) Details of the student should be clearly mentioned in request letter i.e. "Official Letter-Head" of the Govt. or Non-Govt. Offices. These Offices are also requested to send the details of the Student like: (a) Student's Name, (b) Programme, (c) Enrolment No., (d)Year of completion of the Programme, (e) Division / Percentage etc. including (f) reason for which the verification is required.

   iv) Name & Designation of the Officer and Complete Official Address of the Department, where Verification Report is required to be sent by the University may be given to avoid the delay in case.

   v) Request for Verification Cases will be accepted in **"Hindi or English" version** only. The cases, received other than these Languages will not be entertained.

   vi) As the Verification / Genuineness of certificate is a top confidential issue of two Departments (IGNOU & Verification Seeker) , hence, due to its confidentiality, such correspondence should be made strictly & directly in "Sealed Confidential Cover" only, therefore, student concerned Or third person will not be allowed to intervene in the Verification case.

   vii) As per the requirement, the demand draft of requisite fees should be reached to this Division prior to 60 days or earlier from the expiry of the same demand draft for smooth transaction with the bank.

4. The request letter for Verification/Genuineness of Certificates is to be sent to:-

   The Registrar,
   Student Evaluation Division,
   Indira Gandhi National Open University,
   Block-12, Maidan Garhi, New Delhi-110068 (INDIA)