

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.
5. 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.
6. **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 “Appln. for Transcript”) duly signed by the authority along with filled-in application.
7. If more than one set is required, then the fees in total (number of sets x ₹ 1500) should be paid.
8. If the verified document consignment is to be sent **abroad - By Post**, it will be sent through India Post (Air mail costs more), and hence, the postal charge is **₹ 1500/-** per consignment should also be added to the total fees and paid by the candidate to the university.
9. If the verified document consignment is to be despatched **within India**, it will be sent through India Post by the university, and **no additional postal charge** is required.
10. 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.
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**).
18. The university has the right to take a decision in case of any issues.



BHARATHIAR UNIVERSITY : COIMBATORE – 641046

State University - Tamil Nadu, India

Accredited with “A⁺⁺” 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 ☐

Consolidated Statement of Marks* ☐

Provisional ☐

Semester wise mark statements* ☐

No. of set(s) required _____

Online payment details (₹ 1500 /- per set and a set implies UG, PG, M.Phil., Ph.D., etc.)

Date

Amount paid

Transaction number

Remarks
(For office use only)

Particulars of the Recipient

Mode of receiving the verified
Document (✓ any one below)

In-person ☐ By e-mail ☐

By post ☐ Authorized
person ☐

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. 6 of the instructions.**