# Application for Verification of Documents

To,

The Director

Symbiosis Institute of Computer Studies and Research, 1st Floor, Atur Centre, Gokhale Cross Road,

Model Colony, Pune - 411016.

Dear Sir,

We need the verification of the following alumni of SICSR. The details are as follows:

Name of the Alumni: DIKSHIT SHILPA SHRIKANT Name of the Programme: MASTER OF COMPUTER MANAGEMENT Batch: 1994 – 96 PRN: 950104

Year of Passing: 1996

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| --- | --- | --- | --- | --- | --- |
| **Payment Details-** | | | | | |
| Bank Name |  | | | | |
| Demand Draft No. |  | Dated: |  | Amount: |  |

(Note: DD to be drawn in favor of SICSR payable at Pune) Name of the Company: Qual Data

Address of the Company: Qual Data C/O Jaspreet Singh, C-246, Pandav Nagar, Delhi 110092 (Mob- 9319926404; Email – info@qualdata.co.in

(Including E-mail Address & Phone No.)

Name & Designation of Applicant: Signature of Applicant For Office Use Only

# Action by SICSR:

The above details are verified & found correct. Remark- Yes/ No

|  |  |  |  |
| --- | --- | --- | --- |
| **Verification Dept-** |  | **Accounts Dept-** |  |
| Verified By: |  | Cheque Collected By: |  |
| Signature: |  | Signature: |  |

# The procedure for verification of student documents is as follows:

Apply 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 SIU in prescribed

application form with fees (non-refundable) in the form of Demand Draft (DD) of Nationalized Bank in the name of **Symbiosis Institute of Computer Studies & Research (SICSR), payable at Pune**.

Applicants should submit copies of document to be verified.

# Verification report will be sent through email or by courier within 10 working days against the receipt of letter and demand draft only in SICSR Office.

**The verification of documents charges are as follows:**

|  |  |  |
| --- | --- | --- |
| Verification Charges through e-mail | **Within India** | **Outside India** |
| Verification Charges through Courier (on University letter head) | Verification Charges through Courier (on University letter head) |
| Rs. 1000/- | Rs. 1250/- | Rs. 2500/- |

# Please send your Demand Draft (DD) on the following address: Symbiosis Institute of Computer Studies and Research (SICSR)

1st Floor, Atur Centre, Gokhale Cross Road, Model Colony, Pune - 411016.

Telephone : (+91) 020 - 2567 5601 / 02 (Extn: 103)

Mobile No.: 9075088779

Email: [admissions@sicsr.ac.in](mailto:admissions@sicsr.ac.in)