



## **NATIONAL INSTITUTE OF TECHNOLOGY PATNA**

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### **Guidelines cum check list on Process of Academic Document/Formate Verification for Overseas Higher Education**

1. Send a request letter/email to Dean (Acad.)/ PI (Exam) /DR (Acad.& Exam) /AR (Acad.) for verification of academic document/formate .
2. Request letter/email should clearly mention the reason for verification.
3. Clearly mention the process of verification as per your overseas Institutional demand which is to be undertaken from your Parent institute.
4. Relevant correspondences/formates received from overseas Institute ( in which verification of documents are required from parent Institute is stated) may be attached/forwarded along with request application of verification.
5. Send the scan copies of all the documents/formates which has to be verified from your parent Institute as per your overseas Institutional demand.
6. Clearly mention the quantitative requirement if any, like : 04 sealed envelops/04 copies of verified transcripts etc.
7. Mention the address on which the documents has to be dispatched.
8. Write clearly about the type of envelop in which the documents is to be dispatched. Furthermore, please mention whether the envelop to be sealed or not to be sealed.
9. Make on line payment for dispatch of documents. The said amount may be paid on line in consultation with the courier/postal charges for your consignment. May consult Academic section for the same. Be careful for under or excess payment for dispatch.
10. Give a clear consent if you want to get the verified documents by yourself. In this instance you may have to visit the Institute to receive your documents.
11. If, you are not able to visit the Institute in person to collect the document then clearly mention the name and relation of the authorized person who is going to collect the document from the institute.
12. You will have to guide the authorized person to come with a valid ID proof to collect the documents from the institute. The identity produced by authorized person must match with your introduction of the collector

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