



THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA

Fatehgunj, Vadodara – 390 002, Gujarat, INDIA

Telephone : [+91-0265] • (Registrar) : 2795521

• (Dy.R. Exams/Academics) : 2750267, 2789485 • (AR Exams/Academics) : 2795502

PROCEDURE for VERIFICATION OF EDUCATIONAL QUALIFICATION(S) **(DEGREE CERTIFICATE / Statement of Marks or Grades)**

The agency desirous of verifying the educational documents earned by the candidate from The Maharaja Sayajirao University of Baroda need to communicate to the following address;

The Deputy Registrar [Examination],
1st Floor, University Head Office,
The Maharaja Sayajirao University of Baroda,
Fatehgunj, Vadodara – 390 002.
Phone #: (0265) 2795502

The request of verification should be registered by sending;

1. The covering letter **on the company's/agency's letterhead**,
2. Xerox copy(ies) of the Degree Certificate/Statement of Grades (Grade-sheet)/Statement of Marks (Mark-sheet) of person(s) whose educational verification is required,
3. Charges of verification is ₹300/- (plus postal charges extra as applicable if hard copy needed) per Document/Degree Certificate
 - a. Paid either '**By cash**' at the Accounts Section, Ground Floor-University Office, The Maharaja Sayajirao University of Baroda, Vadodara – 390 002
OR
 - b. Through the '**Demand draft**' drawn in favour of "The Registrar, The Maharaja Sayajirao University of Baroda, Vadodara", payable at Vadodara.
4. **Company's/Agency's official e-mail address** (reply of educational verification will be sent on mentioned e-mail address).

The verification request shall be sent via Simple post/Speed-post/Register AD/Courier/Hand delivery only in hard copy addressed to the above mentioned office.

Note:

VERBAL CONFIRMATION OF EDUCATIONAL VERIFICATION SHALL NOT BE COMMUNICATED BY THE UNIVERSITY.

Sd/-

Deputy Registrar [Examinations]

For Registrar [Offg.]