

## PROCEDURE FOR VERIFICATION OF PROVISIONAL / DEGREE CERTIFICATES

### For Online:

The verification of the provisional /degree certificates can be done through online using the URL address: <http://www.srmuniv.ac.in/content/gateway-student>. This web service is open for Universities, Institutions, Employers, Placement Consultancies and Other organizations.

This service is available for those who have graduated after May 2012. Prior to this period, the verification of certificates shall be done by sending the special request to the following address:

The Controller of Examinations  
14<sup>th</sup> Floor, SRM University Library Building  
SRM University, SRM Nagar  
Kattankulathur – (PO)  
Kanchipuram (Dt.)  
Contact No: +44 -2741 7225  
Mail ID: [cv.coe@srmuniv.ac.in](mailto:cv.coe@srmuniv.ac.in)

### **For Offline:**

**Any Universities, Colleges, agencies etc., who wants to verify the certificates issued by SRMU, following are the procedure:**

- i. Send the hard copy / photo copy of the certificate of the University documents like degree certificate, grade sheets, consolidated grade sheets, provisional certificate etc. issued by the Office of the Controller of Examinations
- ii. Prescribed fees (non-refundable) : Rs.500.00 (Rupees Five Hundred only).
- iii. The fee may be paid directly into the bank account – IOB, Secretariat (1172) under the Head **SRMIST Certificate Verification Fee – A/c No.117202000000580** or by means of DD in favour of **“SRMIST”** payable at **Chennai**.
- iv. The copy of the receipt / DD should be forwarded along with communication letter to the Office of the Controller of Examinations, either by e-mail ([cv.coe@srmuniv.ac.in](mailto:cv.coe@srmuniv.ac.in)) or by post.
- v. Normal period required for verification is **FIVE** working days.
- vi. Fees once paid will not be refundable on any account.
- vii. For further clarification (if any) write to the Controller of Examinations, SRM University or mail to [coe@srmuniv.ac.in](mailto:coe@srmuniv.ac.in).