

## திருவள்ளுவர்பல்கலைக்கழகம் THIRUVALLUVAR UNIVERSITY

Serkkadu, Vellore - 632 115 Tamil Nadu, India

Email\_Id: tvucoegenuine@gmail.com /Wesite:www.thiruvalluvaruniversity.ac.in

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## INSTRUCTIONS FOR APPLYING GENUINENESS

(Requisition for Genuineness Certificate/ Verification of certificates)

- 1. Government Institution / Non-Government Institution shall apply for the genuineness certificates in the prescribed application available in the University website.
- 2. The application along with the **Original challan**should be sent through **Register Post** addressed to "**The Controller of Examinations, Thiruvalluvar University, Serkkadu, Vellore, Tamil Nadu 632 115."**
- 3. Only the **Photocopy / Xerox copy(Not Original Certificates)**of the Certificates should be sent along with the requisition letter with the prescribed fee.
- 4. The Xerox copy submitted to the office will be authenticated if it is genuine and the same will be sent to the Department / Institution / Concern directly.
- 5. Fees should be paid into the bank account of "The Registrar, Thiruvalluvar University, (Bank: Indian Overseas Bank, A/C-No: 24840100000002, IFSC Code:IOBA0002484, Branch: Serkkadu, Thiruvalluvar University)" or fund transfer in RTGS / NEFT / IMP MODE through any Nationalized Bank.
- 6. Fee for Government Institutions is **Rs.500/-** and Non-Government Institutions is **Rs.1250/-**

**CONTROLLER OF EXAMINATIONS** 



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	APPLICA	TION FOR THE ISSUE OF	GENUINENESS CERTIFICATE
1.	Name of the candid	ate	
2.	Name of the College, College Code where Candidate underwent the course		
3.	Register Number		
4.	Year of Study / Month & Year of passing		
5.	Date of Birth		
6.	Contact Phone Number / Mobile Number		
7.	Name of the Degree		
8.	Date of issue of Provisional Certificate and Serial No.		
9.	Date of issue of Degree Certificate and Serial No.		
10.	Xerox copy / Photocopy (Not Original Certificates) of Certificate for which Genuineness is required		Consolidated Mark sheet / Provisional Certificate / Degree Certificate (Strike out which is not applicable)
11.	Details of fee payment (ENCLOSE ORIGINAL CHALLAN)		
	Amount		·
	Name of the Bank		
	Transfer From		
	Transfer To	The Registrar, Thiruvalluvar I	Jniversity, Serkkadu, Vellore -632 115
	Account Number	248401000000002	
	Transfer Date		
	Description		
	UTR Number		
	Reference Number		
	Signature of the Authority with Seal		
For Office use Only			
The above information are verified and found correct.			
Checked by			
			Controller of Franciscotions
Date of Verification			Controller of Examinations