

VERIFICATION OF ACADEMIC CREDENTIALS

A. VERIFICATION

A Company / Institutes / Agency willing to verify the academic record / document like Statement of Marks, Grade Sheet, Certificate of Passing, Consolidated Grade Sheet [Transcript], Degree or Diploma Certificate, etc. issued by Aryabhatta Knowledge University, Patna, can do so by sending an application on the Company / Institute / Agency's letter head mentioning the purpose of the verification along with following enclosures:

- Write a request letter to the Registrar
- Demand draft
- Xerox copy of the certificate(s) to be verified
- Self-Addressed Envelope with Postal Stamp
- other documents

Mailing Address:

**The Registrar,
Aryabhatta Knowledge University
Chanakya National Law University Campus
Mithapur, Patna – 800 001
Bihar**

B. VERIFICATION FEES

A Company / Institutes / Agency willing to verify the academic record of a student needs to pay an amount

For Government Organisation (India)

- Fee Exempted
Self-Addressed Envelope with Postal Stamp is required

For Any Other Organisation / Agency

- Rs.3000/- (Three Thousand Only)
Non-Refundable

The above amount may be paid through Bank Draft drawn in favor of "**AKU Registration & Examination Fund**" payable at "**Patna**"



C. PROCESSING

After receiving the Letter, bank draft and other documents, the request will be forwarded to the concerned unit for further processing.

May kindly note that it takes approximately 10 working days from the day of receiving the above documents to process an application (this excludes postal time).

D. Application for Verification of Documents

To,
The Registrar
Aryabhatta Knowledge University
Chanakya National Law University Campus
Mithapur, Patna – 800 001
Bihar

Sub: Credentials Verification

Dear Sir/Ma'am,

We need the verification of the following alumni of Aryabhatta Knowledge University, Patna. The details are as follows:

Name of the Student:

Name of the Institute/College:

Name of the Programme/Course:

Registration No:

Roll No:

Year of Passing:

Purpose:

Remarks:

Enclosed please find DD No. _____ dated _____
for Rs. _____ (Not Applicable of Govt. Organisation of India).

Signature
Name & Designation

Name & Address of the Company
(Including e-mail address & Phone)

