



## **Credential / Genuineness Verification Procedure**

The procedure to be followed for **Credential / Genuineness** verification

1. **Fee structure for Credential/Genuineness Verification:**

Within India - Rs.1180/- (including GST)

Abroad - 100 US Dollars + GST 18% (Equivalent amount in Rupees as on date)

2. Procedure for **online payment of fee:**

The amount can be paid through online by entering the student's Registration number at <https://eweb.gitam.edu/doereceipts/Selectform1.aspx> → Get data → select Certificate and proceed → select Credential verification and follow the instructions and a challan will be generated after successful payment and save copy of the challan for your future reference.

3. Credential /Genuineness Verification – **online**

The following documents to be sent to [controllerofexaminations@gitam.edu](mailto:controllerofexaminations@gitam.edu)

- a. Scanned copy of online payment challan
- b. Copy of Original Degree / Provisional Certificate
- c. E-mail address to which the genuineness certificate is to be sent

4. Credential /Genuineness Verification – **offline**

The following documents to be submitted

- a. Demand Draft (DD) drawn in favour of "GITAM University" payable at Visakhapatnam /online payment (point. 2)
- b. Copy of Original Degree / Provisional Certificate
- c. Address to which the Credential/Genuineness certificate is to be sent.

All the above documents may be sent to the following address by post/in person:

The Controller of Examinations  
Directorate of Evaluation,  
2nd Floor, GITAM Bhavan  
GITAM (Deemed to be University)  
Gandhi Nagar campus, Rushikonda  
Visakhapatnam – 530 045. A.P, India

- **Controller of Examinations**