



Process for Verification Letter - Student/Institute/Agent/Employer



Registration Process

Enter First and Last name (As per your Marksheet)
Select Gender
Mobile No & Adhar Card No / Passport No.
Enrollment No.
Enter GST No & PAN Card No (for Institute/Agent/Employer)
Enter E-mail Id & Password
Successfully register & Verify Email

1



Select Verification Type & Add details accordingly

Select document and number of copies
(type of doc -
marksheet,transcript,degree certificate)
Input required details as per the
documents selected
Save details before uploading documents

2



Institute Details

Input Institute/Agency/Employer details
such as:

- Reference Number
- Name of Institute/Agency/Employer
- Delivery Address (if selected Sealed copy)

E-mail Id (if only Digital copy required)

3



Preview

Please read all the instructions
carefully
Please check all the details filled
Review the documents uploaded

4



Proceed for Payment

Please read all the instructions
carefully
Certificate Fees (auto-calculated)
Verification letter will be sent as per
option selected (Pickup / E-mail)

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