



**DIRECTORATE OF EVALUATION
GANDHI INSTITUTE OF TECHNOLOGY AND MANAGEMENT (GITAM)**

(Deemed to be University)

NAAC Accredited with A++

Visakhapatnam | Hyderabad | Bengaluru

**CREDENTIAL / GENUINENESS
VERIFICATION PROCESS OF GITAM (DEEMED TO BE UNIVERSITY)**

Dear Sir/Madam,

The following procedure to be followed for Credential/Genuineness verification and the fee structure:

Credential/Genuineness : Request from India - Rs.1770/- (including GST)
Verification Charges Request from Abroad - Rs.100 US Dollars + GST 18%

1. Procedure for online payment of fee along with required documents for processing:

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

Documents required for **online** processing:

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

The above documents may be sent to the mail id: controllerofexaminations@gitam.edu

2. Procedure to verify the credentials in offline mode on payment of prescribed fee through DD along with required documents for processing:

Documents required for **offline** processing:

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

All the above documents may be sent to the following address:

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