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](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
   
   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