



No./SPU/Circular/Verification/ 1118

30th July 2026

Circular

Subject: Procedure and Verification Fees for Academic Document Verification.

Ref.: Notification 07/2026, dated 12th May, 2026

With reference to the above notification, the procedure and applicable verification fees for the verification of students' academic documents are as follows.

Any Employer, Company, Institution, or Foreign University seeking verification of a student's academic documents from the University is required to follow the procedure outlined below and remit the prescribed verification fees.

I. Online Academic Document Verification (WES/CAPR/NDEB or Other Online Verification Portals) - Online Process Fee: Rs. 3,000/- per application.

The Employer, Company, Institution, Foreign University, or authorized verification agency seeking online verification of a student's academic documents through **WES, CAPR, NDEB, or any other online verification portal** shall follow the procedure given below:

1. Submit a verification request through the official email address of the concerned Employer, Company, Institution, Foreign University, or verification agency to coe@spu.ac.in or registrar@spu.ac.in.
2. Attach the duly completed verification form generated from the respective online portal (such as WES/CAPR/NDEB) along with the request email.
3. Attach scanned copies of the student's academic documents to be verified, such as mark sheets, degree certificate(s), transcript(s), or any other relevant academic records.
4. Attach proof of payment of the prescribed verification fee along with the request email.

II. Offline Academic Document Verification Process

The Employer, Company, Institution, Foreign University, or authorized verification agency seeking verification of a student's academic documents through the offline mode shall follow the procedure given below:

1. Submit a formal request letter addressed to:

The Registrar
Sankalchand Patel University,
Sankalchand Patel Vidyadham,
Ambaji-Gandhinagar State Highway,
Visnagar – 384315, Dist. Mehsana,
Gujarat, India.

The request letter shall clearly mention:





- Name and complete communication address of the Employer, Company, Institution, Foreign University, or verification agency.
- Contact details, including email address and telephone number.
- Student's Permanent Registration Number (PRN), Name, Programme/Course studied, and any other relevant identification details.
- 2. Enclose self-attested photocopies of the student's academic documents to be verified, such as mark sheets, degree certificate(s), transcript(s), or any other relevant academic records.
- 3. Enclose proof of payment of the prescribed verification fee.

III. The Fees shall be paid through CASH or UPI / Net Banking / NEFT /RTGS.

For payment through UPI / Net Banking / NEFT /RTGS, the necessary bank details are:

- Account Name: **Sankalchand Patel University**
- Account Number: **01020110228**
- Account Type: **Current Account**
- Bank Name: **The Kalupur Commercial Co-operative Bank Ltd.**
- Branch: **Ashram Road, Ahmedabad** | Branch Code: **ASHRAM ROAD (010)**
- IFSC Code: **KCCB0ASR010 (KCCB Zero A S R Zero 1 Zero)**

Fees to be paid for document verification is as follow:

Authority	Type of Document	Verification Fees in Rs.
Employer/Company/ Institution/Foreign University	All Semester/Year Mark Sheet	750/- Rs. (Per Set)
	Provisional Degree/Degree Certificate	500/- Rs.
	Syllabus Verification.	500/- Rs.
	All Semester / Year -Transcript	750/- Rs. (Per Set)

This is for consideration & inform to all concerned.


Registrar

To,

1. All the Head of Constitute College of the University
2. All Section Head of the University

Copy to,

1. Student Section
2. Academic Section
3. Examination Section
4. Admin Section
5. Account Section

