MOTHER TERESA WOMEN'S UNIVERSITY

KODAIKANAL – 624 102.

APPLICATION FOR OBTAINING GENUINENESS CERTIFICATE

1.	Name of the Student				
2.	Description of the certificates to be verified (Please specify)	Photo copy of the Consolidated Statements of Marks/Degree certificate to be enclosed.			
3.	Name of the Degree (Please specify)	UG	PG	M. Phil	Others
4.	Name of the College/D.D.E/Subject Code				
5.	Register Number				
6.	Month and Year of Passing				
7.	Name and address of the Employer				
8.	Address to which the certificate is to be sent				
9.	Type of Agency/Organizations (Please specify)	Government	Government Aided		Private
10.	**Online Payment Details**				
	Receipt No.				
	Date				
	Amount paid in Rs.				

Instruction:

It is informed that the following guidelines should be adhered to while seeking verification of the certificates issued by this university.

1. With effect from 01.11.2012, a sum of Rs.1500/-(fee for request made from Government/Government Aided Agency/Organization) or a Sum of Rs. 2500/-(fee for request made from private organizations in India) or Rs. 5000 (in the case of request from a foreign country) should be remitted along with the application form towards verification and issue of Genuineness Certificate (for each programme) by this University. The fee remittance should be made only through Online Payment mode (www.motherteresawomenuniv.ac.in).
   Demand Draft, Money Orders, Cheques, Postal Orders and Treasury Chalans will not be accepted.
2. The Agency/Organization which sends the request is expected to send the photocopy of the final Consolidated Statement of Marks or Provisional Certificate. If the Convocation Degree Certificate is sent to this office, the name of the college in which the candidate pursued the course with examination Register Number should be furnished.
3. The Agencies/Organizations are requested to submit a separate application for each degree (if there is a need to verify more than one degree of a candidate).
4. The applications must be sent to the Controller of Examinations. Mother Teresa Women's University, Kodaikanal – 624 101.
5. Applications for Genuineness Certificate must be sent only through proper channel with the copies of certificates attested by the respective Head of the Institution.
6. Genuineness can be applied through e-SANAD too (https://esanad.nic.in/register).