

Before applying, please check on www.mgmuhs.com that latest version of the form is being used

Application for Verification of University Certificate (Photocopies/Original)
(Version 2018/10)

To:

Registrar

MGM Institute of Health Sciences, Navi Mumbai

1. Name of Applicant (Full name of person who is applying) (If applicant is Institution / Company / Third party write full name of Institution / Company / Third party)

2. Details of Institution/Company/Third Party (in case of applicant is Institution/Company/Third Party)

Email ID: _____ Contact No.: _____

Fax No. _____ Website: _____

Address: _____

3. Details of candidate whose documents are to be verified

Name of Candidate: _____

Email ID: _____ Contact No. _____

Name of College / School: _____

Name of Course: _____

Month & Year of completion of Course: _____

P. R. No.

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4. Please tick the appropriate box below [which type of document to be verified]:

Statement of Marks: [Total Copies: _____]

Photocopy Original

Degree Certificate:

Photocopy Original

University Internship Completion certificate:

Photocopy Original

Passing Certificate

Photocopy Original

[Total Documents: _____]

5. Receiving Mode of verified documents: - (Please tick the appropriate box below)

- By Hand
- By Post: Within India /Outside India
- By Email (Scanned Copies)

(If applicant wants to receive their verified documents by post, please mention the complete postal address below)

Each of the following documents is mandatory and must be attached along with this application form otherwise application form will be rejected without any intimation.

- (i) Pay fees Rs. 1500/- (per document) through SBI Collect online payment portal (go to www.mgmuhs.com). After successful payment, please attach e-receipt of SBI collect payment with the application. **Please note that other mode of payment will not be accepted.**
- (ii) If applicant wants to receive their verified documents by post outside India, he/she needs to pay Rs. 2,500/- (as a postal charges) through SBI Collect online payment portal. After successful payment, please attach e-receipt of SBI collect payment with the application. (No postal charges applicable within India). **Please note that other mode of payment will not be accepted.**
- (iii) Photo copy of the documents which needs to be verified must be clear & readable.
- (iv) "Alumni Association Registration" fee receipt (photocopy)

Date:

Signature of Candidate
(In case student is applying)

Declaration by the Institution/Company/ Third party (in case applicant is Institution/Company/ Third party)

I, Mr./Ms. _____
working at _____
in the capacity of _____ hereby declare that we
are in the process of verifying the attached certificate/s. In case the document/s is/are found to be fake /
altered / modified, University may initiate disciplinary/legal action against the candidate and we will
extend full cooperation in disciplinary/legal investigation.

Authorized Signature
(Institution / Company / Third party)

Date:

Seal: