

Before applying, please check on [www.mgmuhs.com](http://www.mgmuhs.com) that latest version of the form is being used

## Application for Verification of University Certificate (Photocopies/Original)

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)**

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

Email ID: \_\_\_\_\_ Contact No.: \_\_\_\_\_

Fax No. \_\_\_\_\_ Website: \_\_\_\_\_

Address: \_\_\_\_\_

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**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)

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**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](http://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. 6000/- (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.

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.

Date:

Authorized Signature  
(Institution / Company / Third party)

Seal: