

# ASIAN INTERNATIONAL UNIVERSITY

Ghari Awang Leikai, Imphal West, Manipur

## General Instruction for Verification of Academic Documents

- The Degree/ Marksheets can be verified only by an employer/ Head of the Institution/ The Embassy or High Commission/ Reputed Foreign/ Indian Credentials Verification Agencies and any other agency specified by the academic council. The concerned office who wants the verification shall have to make formal request along with the photocopy of the Degree Certificate or marksheets or Both.
- The application/ request for the Degree or marksheets or Both verification be addressed to Controller of Examinations, Asian International University, Ghari Awang Leikai, District- Imphal West, Manipur – 795140.
- No Personal request for verification is entertained.
- The verification process takes at least Thirty working days in Normal and Fifteen Working days in Express Mode.
- Verification of degree or marksheet gets delayed as many times the VERIFICATION AGENCY does not make payment of the required online fee. In such cases, the student must share the copy of the fee receipt with Examination Branch at the email ID given below.
- The verified document will be sent to the office from where the request has been received (not by hand). University is not responsible for Postal delay or missing of documents, if any.
- Upload all supporting documents in a single Pdf file which should be legible and clear, blur documents will be considered an incomplete application.
- Academic documents (Marksheets/Degree/Transcript) issued by the University are verified by the University, on payment of the following fees-  
INR 1500/- (One Thousand Five Hundred Rupees only) per candidate, per document in Normal Mode.  
INR 2500/- (Two Thousand Five Hundred Rupees only) per candidate, per document in Express Mode.  
Account Details-

Account Name- Asian International University

Account Number- 50200097384136

Bank- HDFC Bank

IFSC Code- HDFC0006717

- For all the enquiries related to verification of documents/records the following email address may be used-  
verification@aiu.edu.in



**ESTABLISHED UNDER SECTION 2(F) OF UGC ACT, 1956.**

Campus : Ghari, Awang Leikai,  
Imphal West, Manipur - 795140

**Marksheet / Degree Certificate / Transcript / Other Certificates**

Name of the Applicant : .....

Name of the Company / Institute : .....

Name of the Act under which Institution / Company is Registered : \_\_\_\_\_

Registration Number : .....

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

State \_\_\_\_\_ PIN Code \_\_\_\_\_

Telephone Numbers with STD Code ----- Fax Numbers -----

Mobile Number.....Website.....

E-mail ID .....

Purpose of Verification.....

Name of Candidate: .....

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

----- State ----- PIN Code -----

Mobile Number..... E-mail ID .....

[illegible]

#### **PART-IV FEES DETAILS**

(The Fees Should be Paid by Online Mode Only)

**Amount Paid Rs.** ..... **Online Payment Reference No.** .....

**Bank / UPI / Gateway Name** .....

**Bank Branch Name** .....

**Date** .....

#### **DECLARATION**

We hereby declare that we have obtained consent from the candidate for verification of their credentials. We also, agree that we will use the information provided by the university for our own purpose and not for any other organization or individual. We understand that the information provided is not for public circulation. We also agree that disputes, if any arises by virtue of university reply, the place of taking legal action is subjected to the jurisdiction of Imphal West, Manipur

Date: .....

Signature of the Applicant

#### **MANDATORY ENCLOSURES**

1. Online Transaction Fees Slip.
2. Photo Identity Proof of the Candidate whose Documents are to be verified (Applications Received without Photo Identity Proof will not be processed / will be cancelled)
3. Enclose the particulars to be verified.
4. Consent from concerned candidate for verification.

• KNOWLEDGE • INNOVATION • OUTREACH