



திருவள்ளூர் பல்கலைக்கழகம்

THIRUVALLUVAR UNIVERSITY

Serkkadu, Vellore - 632 115

Tamil Nadu, India

Email_Id: tvucoegenuine@gmail.com / Website: www.tvu.edu.in

INSTRUCTIONS FOR APPLYING GENUINENESS

(Requisition for Genuineness Certificate/ Verification of certificates)

1. Government Institution / Non-Government Institution shall apply for the genuineness certificates in the prescribed application available in the University website.
2. The application along with the **Original challan** should be sent through **Register Post** addressed to "**The Controller of Examinations, Thiruvalluvar University, Serkkadu, Vellore, Tamil Nadu - 632 115.**"
3. Only the **Photocopy / Xerox copy(Not Original Certificates)**of the Certificates should be sent along with the requisition letter with the prescribed fee.
4. The Xerox copy submitted to the office will be authenticated if it is genuine and the same will be sent to the Department / Institution / Concern directly.
5. Fees should be paid into the bank account of "**The Registrar, Thiruvalluvar University, (Bank: Indian Overseas Bank, A/C-No: 248401000000002, IFSC Code:IOBA0002484, Branch: Serkkadu, Thiruvalluvar University)**" or fund transfer in **RTGS / NEFT / IMPS MODE** through any Nationalized Bank.
6. Fee for Government Institutions is **Rs.1500/-** and Non-Government Institutions is **Rs.2500/-**
7. **DD/Cheque will not be accepted.**

CONTROLLER OF EXAMINATIONS



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APPLICATION FOR THE ISSUE OF GENUINENESS CERTIFICATE

1.	Name of the candidate	
2.	Name of the College, College Code where Candidate underwent the course	
3.	Register Number	
4.	Year of Study / Month & Year of passing	
5.	Date of Birth	
6.	Contact Phone Number / Mobile Number	
7.	Name of the Degree	
8.	Date of issue of Provisional Certificate and Serial No	
9.	Date of issue of Degree Certificate and Serial No.	
10.	Address for communication	
11.	Xerox copy / Photocopy (Not Original Certificates) of Certificate for which Genuineness is required	Consolidated Mark sheet / Provisional Certificate / Degree Certificate (Strike out which is not applicable)
12.	Details of fee payment (ENCLOSE ORIGINAL CHALLAN)	
	Amount	
	Name of the Bank	
	Transfer From	
	Transfer To	The Registrar, Thiruvalluvar University, Serkkadu, Vellore -632 115
	Account Number	248401000000002
	Transfer Date	
	Description	
	UTR Number	
Reference Number		
13.	Signature of the Authority with Seal	→

14. For Office use Only

The above information are verified and found correct.

VERIFICATON DETAILS		Controller of Examinations
Convocation book		
Serial no		
Page no		