



திருவள்ளூர் பல்கலைக்கழகம்
(State University Accredited with "B+" Grade by NAAC)
THIRUVALLUVAR UNIVERSITY
VELLORE - 632 115

Email_Id: tvucoegenuine@tvu.edu.in / 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 **online payment receipt** 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 whether it is genuine and the same will be sent to the Department / Institution / Concern directly.
5. **Fees should be paid only online through the University official website (www.tvu.edu.in) by clicking the online payment option.**
6. Fee for Government Institutions is **Rs.1800/-** and Non-Government Institutions is **Rs.3000/-**
7. The Course Completion certificate (Mentioning Name, Degree, Reg.no, Course, **Mode of Study (Full Time / Part Time)** and Year of Passing) original true copy duly attested by the **Principal** of the concern college should be submitted to obtain the **genuinity of Ph.D & M.Phil degree certificates.**
8. **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.	Signature of the Authority with Seal	
13. For Office use Only		
The above information are verified and found correct.		
VERIFICATION DETAILS		Controller of Examinations
Convocation book		
Serial no		
Page no		