



UNIVERSITY OF CALCUTTA

No.: CE/ADM/23/25/02

Date: 26.08.2025

NOTICE

It is notified for general information to all concerned that the procedure for verification of each educational document/s along with the requisite fees are as follows.

Fees for Document Verification:

1	Verification request from foreign agencies	US \$120 /or Rs. 10,000/- in INR for each Document.
2	Verification request from agencies within India	Rs. 1500/- for each Document.

DOCUMENTES REQUIRED:

1. Formal request letter for verification has to be issued by a Public/Private sector or any other Organization or Statutory authority. Individual request for verification will not be entertained.

2. The copy of payment receipt as specified below, Formal request letter for verification and copy/s for verification clearly mentioning the Roll no., name of the Examination and Year should be submitted to the Diploma Section, Office of the Controller of Examinations.

"Under no circumstances verified copy will be delivered by hand to the concerned incumbent.

3. Please provide the photocopy of documents mentioning Roll No. for verification

4. Provisional certificate will not be taken into account for verification.

Payment should be made through SBI Collect portal as follows:

The mode of payment
Google → SBI COLLECT PORTAL → STATE → EDUCATIONAL INSTITUTION (CALCUTTA UNIVERSITY ONLINE PAYMENT) → PAYMENT CATEGORY (PAYMENT OF MISC. FEES) → CATEGORY (VERIFICATION OF EDUCATIONAL CARRER) → Mentioning the name of the candidate with required data mentioned in the form filled up by the candidate → Pay through Net Banking/Debit/credit Card or in the SBI Bank through downloaded challan and submit the receipt along with Document((s) / letter(s).


26/08/25
Controller of Examinations,
University of Calcutta.