

VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY, NAGPUR

Procedure for Verification of Grade Card / Degree Certificates

The Private Company / Institution / Third Party Verification agencies desirous of verification of the documents issued to the students by Visvesvaraya National Institute of Technology, Nagpur need to Follow the below mention procedure.

1. Request for Education verification **accepted through Email only** and must submit the following details:

- Name of the candidate:
- ID No. of Candidate:
- Enrolment No. of the candidate:
- Examination Passed:
- Year of Passing:
- Email ID of Agency/Head of Institute:
- Contact No of Agency/Head of Institute:

2. Legible Scan copy of the documents to be verified viz. Degree Certificate / Final Grade Card issued by the Visvesvaraya National Institute of Technology, Nagpur is to be attached along with the Email.

Checklist: Send the following Scanned documents as attachment :

- (a) Degree Certificate or
- (b) Final Grade Card for verification.

3. Send E-mail along with scanned copies of the documents to edu_verify@vnit.ac.in

On receipt of the request through email with supporting documents, reply will send to you by email only within 15 working days. Please do not give follow-up calls after sending the emails.

Clarification.

Verification agencies can clarify their queries, if any, by sending email to edu_verify@vnit.ac.in or on phone no. **0712-2801812 / 2801392.**

Important Instruction:

1. Requests with incomplete information / without required documents will not be entertained and no correspondences will be done from VNIT, Nagpur.
2. Make sure Degree certificate / Grade Card (Mark sheet) must be issued by the Visvesvaraya National Institute of Technology, Nagpur only.
3. Visible scan copies of documents are to be attached.
4. Verbal / telephonic information / confirmations of educational verification shall not be done by the VNIT, Nagpur.
5. Follow-up calls after sending the emails is to be avoided and will not be entertained.

Assistant Registrar (Examination)
Examination Section, VNIT, Nagpur