

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 Sumathi Reddy Institute of Technology for Women, 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:
- Enrolment No. (Hall ticket No.) of the candidate:
- Examination Passed:
- Year of Passing:
- Email ID of Agency/Head of Institute:
- Contact No of Agency/Head of Institute:
- Processing fee Transaction Id and Date of Payment:

2. A processing fee of Rs.1000/- (Rupees one thousand) per candidate (for Indian agencies) OR US \$50 (for **Foreign agencies**) is charged towards the academic verification through Online payment.

3. Legible Scan copy of the documents to be verified viz. Degree Certificate/Final Grade Card/Marks Memo/Course of study/year of award etc., issued by the Sumathi Reddy Institute of Technology for women/Jawaharlal Nehru Technological University Hyderabad is to be attached along with the Email.

Check list: Send the following Scanned documents as attachment:

- (a) Degree Certificate or
- (b) Final Grade Card/Marks Memo for verification.
- (c) Proof of Processing fee payment.

4. Send E-mail along with scanned copies of the documents to academicverification@sritw.org

On receipt of the request through email with supporting documents and processing fee, reply will send to you by email only within **10 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 academicverification@sritw.org or on phone no. +91 9052636390, 9618122472

Important Instruction:

1. Requests with incomplete information/without required documents will not be entertained and no correspondences will be done from SRITW.
2. Make sure Degree certificate/Grade Card(Mark sheet) must be issued by the Sumathi Reddy Institute of Technology for Women/Jawaharlal Nehru Technological University Hyderabad 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 SRITW.
5. Follow-up calls after sending the emails are to be avoided and will not be entertained.

Sd/-
PRINCIPAL

FOR ONLINE PAYMENT:

<div><p>Marchent Name: SARVAHITHA EDUCATIONAL SOCIETY UPI ID: 62303929482@SBI</p><p>BHIM UPI BHARAT INTERFACE FOR MONEY UNIFIED PAYMENTS INTERFACE</p><p>वसुधैव कुटुम्बकम् ONE EARTH • ONE FAMILY • ONE FUTURE</p></div>	<p>Bank Account Number: 62303929482</p> <p>Account Name: Principal, Sumathi Reddy Inst of Technology for Women</p> <p>Bank Name: State Bank of India (SBI)</p> <p>Branch: Hasanparthy</p> <p>Branch Code: 20155</p> <p>IFSC Code: SBIN0020155</p>
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