

# SRM INSTITUTE OF SCIENCE AND TECHNOLOGY

(Deemed to be University u/s 3 of UGC Act, 1956)

SRM Nagar, Kattankulathur – 603 203

Date: 02.11.2019

## OFFICE OF THE CONTROLLER OF EXAMINATIONS

### PROCEDURE FOR VERIFICATION OF PROVISIONAL / DEGREE CERTIFICATES

#### ONLINE VERIFICATION:

##### **1. Verification through SRM Website:**

The verification of the provisional /degree certificates can be done through online using the URL address: <https://evarsity.srmist.edu.in/certverify/>

This web service is open for Universities, Institutions, Employers, Placement Consultancies and Other organizations.

This service is available for those who have graduated after May 2012. Prior to this period, the verification of certificates shall be done by sending the special request to the following address:

#### **The Controller of Examinations**

14<sup>th</sup> Floor, SRM University Library Building  
SRM Institute of Science and Technology, SRM Nagar  
Kattankulathur – (PO)  
Kanchipuram (Dt.)  
Contact No: +91-44 -2741 7225  
Mail ID: [cv.coe@srmist.edu.in](mailto:cv.coe@srmist.edu.in)

#### OFFLINE MODE OF VERIFICATION:

**For Universities, Colleges, agencies etc., who wants to verify the certificates issued by SRMIST, following are the procedure to be followed:**

1. Send a hard copy / Photocopy of Transcript / Degree certificate/Provisional certificate/ Migration certificate issued by the Office of the Controller of Examinations for which verification needs to be done.
2. Prescribed fee (non-refundable) towards verification is: Rs.500.00 (Rupees Five Hundred only).
3. The mode of payment can be paid directly into the bank account – IOB, Secretariat (1172) under the Head **SRMIST Certificate Verification Fee – A/c No.11720200000580, IFSC code is IOBA0001172** or by means of Demand Draft (DD) in favour of “**SRMIST**” payable at **Chennai**
4. The copy of the receipt / DD should be forwarded along with communication letter to the Office of Controller of Examinations, either by e-mail ([cv.coe@srmist.edu.in](mailto:cv.coe@srmist.edu.in)) or by post.
5. Normal processing time duration towards verification of certificates is **FIVE** working days.
6. Fee once paid will not be refundable nor will be adjusted on any account.
7. For further clarification (if any) write to the Controller of Examinations, SRM Institute of Science and Technology or e-mail [coe@srmist.edu.in](mailto:coe@srmist.edu.in).