JAYPEE INSTITUTE OF INFORMATION TECHNOLOGY,NOIDA

PROCEDURE FOR DEGREE/ STUDENT VERIFICATION

1. In order to get student verification from Jaypee Institute of Information Technology (JIIT) NOIDA, the desirous agencies are required to forward a letter/ email to the Deputy Registrar, Jaypee Institute of Information Technology, NOIDA. The letter / email should contain the following details/ documents:

   (a) Names, enrolment number, course, year of passing etc. of the student, copy of final semester grade card and degree certificate (if any).

   (b) In case of any doubt, the agency applying for student verification may be required to provide original documents for verification and to provide required details of concerned student/candidate with identity proof.

   (c) The charges, for verification of degree/ transcripts/grade-sheet for Higher Education (address of University/college to be mentioned), will be Rs 500/- per degree/ transcripts and Rs 100/- per grade-sheet.

   (d) The charges, for verification of degree/ transcripts by Agencies, will be Rs 500/- (in India) and USD 50 (for abroad) per document.

   (e) The following postal charges, for (c) and (d) above, will be applicable :
      (i) NCR   -   Rs. 100/-
      (ii) Rest of India   -   Rs. 250/-
      (iii) International   -   Rs. 2000/-

   (f) The verification and postal charges should be paid at the following account:
      Bank Name   : Axis Bank Ltd
      Branch Name : Karkardooma, East Delhi -110092
      Account No   : 910010050443719
      Name of A/c   : Jaypee Institute of Information Technology
      Swift Code   : AXISINBB372
      IFSC Code   : UTIB0000372
      MICR Code   : 110211039

   (g) All request for student/ degree verification should be sent to Deputy Registrar, Jaypee Institute of Information Technology, A-10, Sector-62, Noida-201309, Uttar Pradesh, India through email (verification@jiit.ac.in) or by post along-with all required documents. The receipt for fee payment should be attached.

   (h) Where the verification letter is sent through post, JIIT, NOIDA role in sending the documents is limited to booking at the postal office. The Institute will not be responsible for delivery of the documents to the addressee.

2. These instructions shall be effective from 01 November 2020.

3. The verification of students will normally be done within 10 working days of receipt of application and relevant documents. However, during academic activities, examinations or other circumstances, the time taken may be more.

REGISTRAR
JIIT NOIDA