



ASSAM UNIVERSITY: SILCHAR

CIRCULAR

Sub: Verification of educational qualification/testimonials

The University has been receiving queries for verification of educational qualification/testimonials (Certificates/Mark sheets) from public/private agencies/organisations on a regular basis.

In order to streamline the process of verification and make it smooth and fast, it has been decided to adopt the following procedure with immediate effect.

- (i) The verification agencies/organisations are allowed to submit application as per attached form with requisite fees for verification of educational qualification or any other related communication to this e.mail I/D-verification@aus.ac.in which is exclusively for the said purpose.
- (ii) The fee of Rs.400/- for verification of educational qualification/testimonials can be deposited either through Demand Draft in favour of Assam University, payable at Silchar or through NEFT/RTGS etc. The following details are shared for convenience:
 - Name of the A/c-Assam University Examination Receipts A/c
 - Name of the Bank - UCO Bank
 - Name of the Branch - Assam University Branch
 - Type of A/c - SB
 - A/c No. - 20050110032152
 - IFSC - UCBA0002005

However, no fee is required to be paid by government (public) agencies for this purpose.

- (iii) Both the agencies/organisations are advised to submit their requests for verification as per the application form attached herewith this circular.

(Dr.S. Dutta Roy)
Controller of Examinations

No.AUE/VERI/04/17

Date: 14th November 2025

Copy to:

- (i) Registrar/Finance Officer for kind information
- (ii) Director, Computer Centre; with a request for uploading the circular and the verification form in the Examination forms segment of the Assam University website.
- (iii) All Officers of Examination Department for information
- (iv) PS to VC for kind information of the Vice-Chancellor
- (iv) Verifying agency

Controller of Examinations



ASSAM UNIVERSITY: SILCHAR
Application Form for Verification of Mark sheet/Certificate

To
The Controller of Examinations
Assam University
Silchar-788011.

Sub: Verification of mark sheet/certificate

Sir/Madam,

I am to request you to kindly undertake verification of mark sheet and/or certificate of the Candidate who has prosecuted his/her course under the Assam University, Silchar and the details of the candidate are mentioned below:

Particulars of the candidate:

- (1) (a) Name of the candidate : _____
(in BLOCK LETTERS)
(b) Father's Name : _____
(c) Name of Degree/Examination: _____
(d) Roll No. : _____
(e) Registration No. with year : _____ of _____
(f) Period of study : _____
(g) Copies of mark sheets attached from 1st semester to end semester (mandatory):

Examination	Roll No.	Year
1 st Semester		
2 nd Semester		
3 rd Semester		
4 th Semester		
5 th Semester		
6 th Semester		
7 th Semester		
8 th Semester		
9 th Semester		
10 th Semester		
Final Mark sheet		

(h) Copy of Certificate is attached (Put tick Mark):

Yes	
No	

2. Details of Fees:

Rs.400.00 (Rupees four hundred) only per candidate : _____

D/D No. and date (must be enclosed)

OR

NEFT/RTGS details

(Copy must be enclosed)

Yours faithfully

Date:

Name:

Designation:

Full Address: _____

PIN:

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Instructions:

(1) All verification queries shall be communicated through e.mail only to this e.mail I/D verification@aus.ac.in

(2) Fees Rs.400.00 (for verification of each candidate) can be deposited by/through

(a) Demand Draft in favour of Assam University Silchar.

OR

(b) Online Transfer to the following Bank a/c

- Name of the A/c - Assam University Examination Receipt A/C
- Name of the Bank - UCO Bank
- Name of the Branch - Assam University Branch
- Type of A/c - SB
- A/c No. - 20050110032152
- IFSC - UCBA0002005

(3) Filling all the gaps are mandatory and the copies of mark sheet and certificate must be attached

(4) Hard copy of the application along with Demand Draft (wherever applicable) and details of fee paid (online) is required to be sent to the university for records.