# Education Verification

## Procedure for Education Verification

1. Applicant /employer have to**submit details of the candidate** whose online education verification to be done through our google form. Use the following link for that. https://forms.gle/rv8dEpDyX4eV4swX6

2. You need to pay **Rs 500/- (DD/ Pay order /NFT**) for getting education verification certificate of the candidate. The details of our bank are as follows:

   Name of Account   :  Smt. Indira Gandhi College of Engineering
   Name of the bank   : State Bank of India, Worli (North) Mumbai
   Account Number    : 10865754971
   IFSC code             : SBIN0000290

3. You need to fill up the details of the payment in the google form.

4. Attach the photocopy of **degree certificate /VIII semester** marksheet in the google form.

5. Once you have made payment, document is forwarded for review.

6. After document is approved by the Institute (may take 5-7 working days) you will receive an **email with a stamped PDF version** of your approved document.

## Procedure for Transcript Request

1. Applicant must submit details through our google form. Use the following link for that. https://forms.gle/zUQgfc3a9zUDDQRu7

2. Upload your Degrees and marksheet of I sem to VIII sem<span style="color:red">PDF</span> document.

   Note:

   - **Scan Degree and Marksheet of all semester in Portrait format only.**

o **While submitting PDF containing certificates, please see that all the documents/certificates are readable and 100% printable in A4 size**

3. You need to pay **Rs 250**/- (DD/ Pay order /NFT) for getting **First copy of transcript** and **Rs 100/-for every extra copy**. The details of our bank are as follows:

          Name of Account  :  Smt. Indira Gandhi College of Engineering
          Name of the bank  : State Bank of India, Worli (North) Mumbai
          Account Number   : 10865754971
          IFSC code         : SBIN0000290

4. You need to fill up the details of the payment in the google form.

5. Once you have made payment, all the documents is forwarded for preparing the transcript.

6. After transcript is approved by the Institute (may take 10-15 working days) you will

receive an email to collect the transcript.

7.You can collect the hardcopy of transcript from the exam section(Timing 2:00pm to 4:00pm) of the college.