



Rajiv Gandhi University of Health Sciences, Karnataka

4th 'T' Block, Jayanagar, Bengaluru – 560 041.

Phone: 080 – 29601930 Fax: 080 – 29601931 Website: www.rguhs.ac.in

RGU/Exam/HRD/Ver/Guide/2021-22

Date :18/06/2021.

**GUIDELINES FOR APPLYING FOR VERIFICATION AND
ATTESTATION OF MARKS CARDS AND DEGREE
CERTIFICATES ISSUED BY RGUHS**

I) For Individual Applicants:

- a) Download/Printout prescribed application form (FORM-39) from RGUHS website listed under downloads.
- b) Fill in all the columns in the application form properly with correct address, contact number etc.
- c) Enclose clear and visible photo copies of all year Marks Cards and Degree Certificate in A4 size paper.
- d) Pay the prescribed fee through RGUHS website online payment portal and enclose the print out of the fee receipt (as per fee notified in RGUHS Website).
- e) Application for verification may be submitted through Post/Courier or by hand addressed to **“The Registrar (Evaluation), Rajiv Gandhi University of Health Sciences, 4th ‘T’ Block, Jayanagar, Bangalore-560041”**. (Submission of application through email is not acceptable).
- f) Verification of documents is subject to fulfilment of all required documents/fee.
- g) Certified documents will be issued/posted to the applicants- 7 days from the date of receipt of application.

**II) FOR GOVERNMENT DEPARTMENTS (HRD VERIFICATION /RECRUITMENT) /
FOREIGN EMBASSIES/APEX BODIES/ AGENCIES
/PRIVATE AGENCIES
/PRIVATE HOSPITALS:**

- a) Submit a Request letter to the Registrar (Eval)
- b) Enclose clear and visible photo copies of documents to be verified in A4 size paper.
- c) Pay the prescribed fee through RGUHS Website online payment portal and enclose the print out of the fee receipt (as per fee notified in RGUHS website).

d) Application for verification may be submitted through Post/Courier to the address : **“The Registrar (Evaluation), Rajiv Gandhi University of Health Sciences, 4th ‘T’ Block, Jayanagar, Bangalore-560041”**. (Submission of application through email is not acceptable).

e) Verification of documents is subject to fulfilment of all required documents/Fee.

f) Steps for payment:-

RGUHS website address-**www.rguhs.ac.in**

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Select online payment

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Select student fee

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Collection type-1.) Student fee collection

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2.) Student fee collection
examination

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Type of Service-Verification only/Verification and Certification of copies.

g) Report will be issued/posted – 30 working days from the date of receipt of proposal.

Sd/-

Registrar (Evaluation)