



**CENTRE FOR DISTANCE AND ONLINE EDUCATION (CDOE)
GANDHI INSTITUTE OF TECHNOLOGY AND MANAGEMENT (GITAM)**

(Deemed to be University)

Visakhapatnam | Hyderabad | Bengaluru

**CREDENTIAL / GENUINENESS VERIFICATION PROCESS OF
GITAM (DEEMED TO BE UNIVERSITY)**

Date: 01-06-2023

Dear Sir/Madam,

The following procedure to be followed for Credential/Genuineness verification and the fee structure:

Credential/Genuineness : Request from India - Rs.1770/- (including 18% GST)
Verification Charges Request from Abroad - Rs.100 US Dollars + GST 18%
(Equivalent amount in Rupees as on date)

1. Procedure for online payment of fee along with required documents for processing:

The amount can be paid through online by entering the student's Registered number at https://eweb.gitam.edu/CDLreceipts/Certificate_Fee.aspx → Get data → select Certificate and proceed → select Credential verification for India or Abroad (select relevant field) and follow the instructions and finally a paid challan will be generated after successful payment and save copy of the challan.

Documents required for **online** processing:

- a) Scanned copy of online payment challan b) Copy of Original Degree / Provisional Certificate c) email address to which the genuineness certificate to be sent

The above documents may be sent to the mail id: directorcdl@gitam.edu / cdlexams@gitam.edu

2. Procedure to verify the credentials in offline mode on payment of prescribed fee through DD along with required documents for processing:

Documents required for **offline** processing:

- a) Demand Draft (DD) drawn in favour of "CDL-GITAM" payable at Visakhapatnam b) Copy of Original Degree / Provisional Certificate c) Address to which the genuineness certificate to be sent.

All the above documents may be sent to the following address:

The Director
Centre for Distance Learning (CDL)
GITAM (Deemed to be University)
CDL City Centre: 3rd & 4th Floors,
Balaji Metro Plaza, Dondaparthy Main Road
Visakhapatnam -530 016. A.P, India

Director, CDL