SOPs
Verification of Final Transcript and Degree Issued by the Salim Habib University

1. Following SOPs are to be followed for verification of the Degree and Transcript etc.

   a. Applicant is to pay Rs.1500/- (Rupees one thousand five hundred only) **per document** through pay order / draft in the name of **"SALIM HABIB UNIVERSITY"**

   b. For **verification of the Degree,** the application is to be addressed to the Registrar.

   c. For **verification of the Transcript** (Final / Interim), the application is to be addressed to the Controller of Examinations.

2. In case any verified document is required to be submitted directly to the concerned Institution / Office, that must be specified clearly in the application along with the valid postal address / e-mail address of the Institution / Office and registered Reference No. of the applicant with that institution / office (if any).

3. Incase both the verified Degree and Transcript are required to be forwarded together directly to the outside Institution/ office (as referred in para 2 above), the same will be forwarded by the Registrar Secretariat with a copy to the Controller of Examinations.

4. Postal / mail charges (if applicable) are to be paid by the applicant.

5. Documents may be verified within seven working days after receipt of the application in the office concerned.