SU/Notification/2026/501 Date: 19.08.2026

Notification

Sub: Fees applicable for Ph.D. Document Verification and Submission to WES, VETASSESS, and Other National/International Credential Evaluation Organizations
Ref No: Proposal submitted by the Director (R&D)

The students and research scholars and alumni demand for verification of academic documents and submission of verified documents to credential evaluation agencies such as World Education Services (WES), VETASSESS, IQAS, ICAS, ICES, CES, ECE, IEE, SpanTran, IERF, ERES, MCC, PEBC, or any other national or international organization, for higher education, employment, immigration, and professional credential assessment. The services require dedicated administrative processing, document verification, official correspondence, and record maintenance. The following services and fee applicable are mentioned below with immediate effect.

Sr No	Documentation and process	Fee to be charged
1	Verification of Ph.D. document(s) (per document/paper)	₹500
2	Submission of verified documents to WES/VETASSESS/other organizations through official email	₹2,000
3	Submission of verified documents to WES/VETASSESS/other organizations through courier (including processing and dispatch)	₹3,000

The same shall be ratified in the upcoming BoM and GB meeting for approval.

Registrar

REGISTRAR
SWAMINARAYAN UNIVERSITY
KALOL, DIST. GANDHINAGAR-382725

To,

1) Dean of Faculties
2) Dean (Academics), Swaminarayan University
3) Director –IQAC, Swaminarayan University
4) Dean of Research, Swaminarayan University
5) Dean Student Welfare, Swaminarayan University
6) The Controller of Examination
7) Student Section/ Admission Cell
8) Finance and Account Officer, SU

9) Transport Department, SU
10) Chief warden & Warden Boys and Girls (Hostel)
11) IT Manager, SU
12) HR Department, SU

Submitted to:

1) The President, Swaminarayan University
2) The Vice President, Swaminarayan University
3) The Provost, Swaminarayan University
4) The Pro Vice -Chancellor, Swaminarayan University

Application for Verification and Submission of Academic Documents to National/International Organizations

A. Applicant Details

Name of Candidate:

Enrolment Number:

Year of Ph.D. Registration: **Date of Notification:**

Faculty/Department:

Mobile No.: **E-mail ID:**

Postal Address:

B. Details of Request : Purpose of Verification/Submission:

☐ Higher Education
☐ Employment
☐ Immigration
☐ Professional Registration/Licensing
☐ Other (Specify): _____

Name of Organization/Agency/University:

Country: _____

Mode of Submission Requested:

☐ Verification of Documents Only (₹300 per document)

☐ Submission through Official University E-mail (₹2,000)

☐ Submission through Courier (₹3,000)

C. Documents for Verification

Sr. No.	Document Name	No. of Copies
1		
2		
3		
4		
5		

Total Number of Documents: _____

D. Submission Details: (Email/Address where the document to be sent)

Recipient Name/Department: _____

Official E-mail ID (if applicable):

Postal Address (for courier):

E. Declaration by the Applicant

I hereby declare that the information furnished above is true and correct. I request Swaminarayan University to verify and submit my academic documents to the above-mentioned organization. I understand that the prescribed fees are non-refundable and that the University reserves the right to verify the authenticity of the documents before processing my request.

I shall be solely responsible for any delay or rejection arising due to incorrect information provided by me.

Date: ____ / ____ / _____

Place: _____

Signature of Applicant: _____

Office Use Only

Documents Received

☐ Application Form

☐ Fee Receipt

☐ Documents for Verification

☐ Other: _____

Verified by (Ph.D. Section):

Name: _____

Signature: _____

Date: _____

Approval by authorities:

Registrar	**Pro vice chancellor**	**Provost**
☐ Approved	☐ Approved	☐ Approved
☐ Not Approved	☐ Not Approved	☐ Not Approved
Signature:	Signature:	Signature:
Date:	Date:	Date: