

OFFICE OF THE CONTROLLER OF EXAMINATIONS
Jamia Hamdard

Ref. No. JH/Exam/2026/06/068

GUIDELINES FOR ACADEMIC VERIFICATION, DEGREE AUTHENTICATION AND CREDENTIAL EVALUATION (WES, IQAS, CES, ICAS, ECE, UK ENIC, MOHESR, ETC.)

1. Submission of Verification Request

Verification requests may be received through:

- Official emails from credential evaluation agencies (e.g., WES).
- Online verification portals.
- Postal/Courier communication.
- Requests from employers, universities, government agencies, or students.
- Secure electronic verification platforms approved by the University.

The requesting organisation may submit a formal verification request addressed to:

The Controller of Examinations
Examination Section (2nd Floor)
Jamia Hamdard, Hamdard Nagar
New Delhi – 110062
Email: coe@jamiahamdard.ac.in

2. Verification Fee*

Online Fee Payment

Verification fee is Rs. 2,000/- which must be paid through the University's online payment portal:

<https://www.jamiahamdard.ac.in/online-fee-payment>

*The prescribed fee is subject to revision by the University from time to time.

Important: Processing of verification requests shall commence only upon receipt of the prescribed fee. The fee once paid shall be non-refundable and non-transferable under all circumstances.

3. Documents Required

A. For WES / Credential Evaluation Agencies

- Reference Number of the concerned agency (where applicable).
- Degree Certificate (if required).
- Transcript(s)/Mark Sheets (if required).
- Any other educational document requiring verification.
- Student Authorization/Consent Letter.
- Verification Fee Receipt.

B. For Other Verification Requests

- Verification Request Letter (on official letterhead) or official email.
 - Copies of academic documents, such as Mark Sheets, Transcript(s), Provisional Certificate, Degree Certificate, Diploma Certificate, etc.
 - Student Authorization/Consent (where applicable).
 - Verification Fee Receipt.
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4. Dispatch of Verification

A. WES and Similar Credential Evaluation Agencies

Verification may be transmitted:

- Through the official verification portal of the concerned agency (where available); or
- Through the University's official email.

B. Universities, Employers, Government Agencies and Other Organizations

Verification reports may be sent:

- Through official email; or
- Through sealed and signed official communication.

Verification reports are ordinarily sent directly to the requesting organization and not to third parties.

Note:

For verification requests related to WES or other credential evaluation agencies, students are advised to provide the official email address of the relevant agency for direct transmission of verified documents, wherever applicable.

Alternatively, the student may collect the verified documents/transcripts in a sealed envelope either in person or through an authorized representative. The authorized representative shall be required to produce an authorization letter signed by the student along with a valid photo identity proof. The sealed envelope may thereafter be forwarded by the student to the concerned credential evaluation agency.

5. Processing Time

Verification requests are ordinarily processed within 15–20 working days from the date of receipt of complete documents and the prescribed fee, subject to verification of records and availability of University records.

6. Confidentiality

Academic records shall be treated as confidential and shall be disclosed only to duly authorized organizations, agencies, or persons in accordance with University rules and applicable law.

7. Authenticity of Submitted Documents

The University reserves the right to require production of original documents at any stage of the verification process. If any document submitted for verification is found to be forged, altered, tampered with, misleading, or otherwise unauthentic, the verification request shall be rejected without refund of fees and appropriate action may be initiated as per applicable rules and law.

8. Record Retention and Availability of Records

Verification services are subject to the availability, preservation, and retrievability of University records. In cases where records are unavailable, damaged, incomplete, archived beyond retrieval, or otherwise inaccessible, the University may be unable to provide verification and shall not incur any liability arising therefrom.

9. Rights of the University

The University reserves the right to re-verify, amend, withdraw, supersede, or cancel any verification report if any discrepancy, error, omission, misrepresentation, fraud, forgery, tampering, or subsequently discovered adverse information relating to the academic record comes to notice.

10. Verification of Academic Records

Verification Scope

Verification conducted by the University is limited to confirming the authenticity and status of academic records, qualifications, examinations, and awards as maintained in the official records of Jamia Hamdard.

The University does not assess, certify, or comment upon academic equivalency, professional recognition, accreditation status in foreign jurisdictions, credit transferability, employability, immigration eligibility, licensing eligibility, admission eligibility, or any evaluation outcome determined by the requesting credential evaluation agency or other authority.

11. Vigilance / Anti-Corruption Advisory

Applicants are advised not to offer or pay any bribe, gratification, or unauthorized consideration to any person for processing their application.

Any demand for illegal gratification or information relating to corruption may be reported to:

- Controller of Examinations
- Chief Vigilance Officer (CVO)
- Registrar
- Any other Competent Authority of the University

12. Important Disclaimer


- Verification is based solely on records available with the University.
- The University reserves the right to withhold or decline verification in cases of incomplete records, discrepancies, insufficient documentation, non-payment of fees, or where the authenticity of the request cannot be established.
- The University shall not be responsible for any decision, assessment, evaluation result, equivalency determination, admission decision, licensing decision, employment decision, immigration outcome, or professional recognition granted or denied by any credential evaluation agency, employer, university, government authority, regulatory body, or other third party based on the verified records.
- Verification reports issued by the University are intended solely for the specific purpose for which they are requested and shall not create any legal obligation, guarantee, warranty, representation, or entitlement in favour of the applicant or any third party.
- Verification confirms only the authenticity of academic records maintained by the University and shall not be construed as equivalence, professional recognition, accreditation, employment eligibility, admission eligibility, immigration eligibility, or any statutory recognition.

12. Important Instructions

- Verification requests should preferably be routed through official channels and institutional email addresses.
- Illegible, altered, tampered, forged, or suspicious documents shall not be verified.
- The Examination Section may seek additional documents, clarification, or authorization whenever deemed necessary.
- The University shall not be responsible for delays arising due to incomplete applications, non-payment of fees, technical issues, postal delays, or non-availability of records.
- Any dispute arising out of verification services shall be subject to the jurisdiction of the competent courts at New Delhi.

Note:

Verification requests are occasionally delayed because the concerned agency does not remit the prescribed verification fee. In such cases, the student may deposit the prescribed fee and submit the payment receipt to the Examination Section either in person or through email at coe@jamiahamdard.ac.in and ssakhtar@jamiahamdard.ac.in for further processing.


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