

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

Estd. Under Punjab Technical University Act, 1996
(Punjab Act No. 1 of 1997)

Ref. No. : IKGPTU/Reg/N/ 3756

Dated : 22/11/2018

NOTIFICATION

Sub: **Details for Education Credentials Verification procedure (For all agencies/bodies/institutions).**

In last two months University interacted with many foreign agencies, which are working in various countries for the Education Credentials Verification of documents issued by I.K. Gujral Punjab Technical University (IKG PTU). University is also receiving number of such communications from these foreign agencies.

Upon analysis of such facts related to these communications, University decided below mentioned steps for Education Credentials Verification of all agencies/ bodies/institutions:

- University will consider applications through STUDENT SUPPORT CENTRE <http://support.ptu.ac.in/> only. To apply for Transcripts, Verified copy of Detail Mark Cards (DMCs)/Degrees or any other documents Students/applicants are directed to apply online by visiting University's official website www.ptu.ac.in or directly by visiting the link of STUDENT SUPPORT CENTRE <http://support.ptu.ac.in/>
- University will directly send the documents (Transcripts, Verified Copies of DMCs/Degree etc) to foreign agencies or any other agency/body/Institution through Speed Post/Courier Services.
- Applicants have to opt for Speed Post/Courier during filling of his/her document application in online mode.
- Before dispatch, University will provide the same documents on its web portal <http://support.ptu.ac.in/default.aspx> so that agency can also verify documents in online mode.

Important:

- The students/applicants who are having Transcripts or any other documents related to Education Credentials Verification with them as hard copy sealed envelope are advised not to send these documents directly to foreign agencies or any other agency/body/institution on their own.
- Students can re-apply in online procedure/apply through online portal of STUDENT SUPPORT CENTRE as mentioned above or can submit their earlier issued/received documents at University counter (STUDENT SUPPORT CENTRE), Ground floor, Main Campus, Kapurthala along with applicable dispatch fee.
- University will dispatch all the documents directly to mentioned agency/ body/institution's address in application submitted by the student/applicant.


(Dr. S.S. Walia)
Registrar

Dated: 22/11/2018

Endst. No. IKGPTU/REG/N/ 3757-3758

A copy is forwarded to the following officers for information please.

1. I/c Secretariat, O/o Vice Chancellor: For information of Vice Chancellor
2. Dy. Controller (ITS): For uploading on website


(Dr. S.S. Walia)
Registrar