

Attestation of Certificates by Ministry of HRD, Government of Sikkim

Standard Operating Procedure

Application and attachments

The students will apply for Attestation of the Degree Certificate in the format prescribed (Given in Annexure A) and forward to the Office of the Assistant Registrar with the following documents.

- Original Degree Certificate, CMC, PPC.
- Photocopy of the Passport.
- Filled up Application Form (refer Annexure A)
- Demand Draft (refer Payment section)
- Address to which the attested certificate should be sent
- Self addressed envelope

Processing

The Application along with the documents as stated above should be forwarded to the following

Addressed to:
Assistant Registrar Directorate of Distance Education Sikkim Manipal University 5 th Mile, Tadong, Gangtok SIKKIM – 737 102 Tel # 03592-231745

Payment

Fees for Domestic Students: Rs. 50/- (Rupees Fifty only)

Fees for International Students: US\$ 2/- (Two Dollar)

The Demand Draft should be taken in the name of "**Joint Director (Exams)**", payable at "**Gangtok**".

Process Time

Minimum 30 days time required to process and get the documents attested, after receiving the documents in Office of the Assistant Registrar, Sikkim.

To,

**The Authentication Officer
Government of Sikkim
H. R. D Department
Gangtok 737101**

Subject: APPLICATION FOR AUTHENTICATION OF EDUCATIONAL CERTIFICATE(S) FOR HIGHER STUDY / EMPLOYMENT IN FOREIGN COUNTRY.

(This application form is to be filled by candidate's own hand writing in capital letter)

1. Name of the candidate: _____.
2. Father's Name: _____.
3. Mother's Name: _____.
4. Permanent Address: _____

_____.
5. Certificate(s) to be authenticated (in full form):
 - i) _____.
 - ii) _____.
 - iii) _____.
6. Name of the College: _____.
7. University with which the college is affiliated: _____.
8. Fee of Rs. 50 (US\$ 2/- for International Students) payable in this regard is deposited: Either
 - a. *In the State Bank of Sikkim under the head of accounts 0202-01-103-04- other Receipts vide Bank Receipt No. _____ dated: _____.* Or
 - b. *Through Demand Draft drawn from Nationalized bank in favour of **Joint Director (Exams)** payable at **Gangtok** vide DD No: _____ dated: _____.*
9. Passport No: _____.
10. Reason as to why you want the certificate (s) to be authenticated:
_____.

The information given above is true to the best of my knowledge.

Date:

Place:

Signature of candidate