

Manual For Verification Of Degree Certificates/ Transcript/ Marks Card.

- The Instructions shared here are for departments who intend to get verification of candidate's Degree Certificate/Transcript/ Marks Card..
- This guide will help you to get acquainted with the process to apply online for verification of Degree Certificates, Transcript, Marks Card.
- Please follow all instructions and read this guide thoroughly.
- ✓ If you have any concern, write an e-mail to "examservices@uok.edu.in"

STEPS TO FOLLOW ARE AS:

- The first page you will see is shown as below.
- Click on the "Department Login" option on top right corner.
- To set your password (if you haven't already), click on "Forgot Password" option down below.



- On clicking Forgot Password, you will be redirected to next page, as shown.
- Type your Login Id and the given Captcha and the click on Reset Password.
- NOTE : To get "Login ID", kindly fill up the "Membership Form". The Membership form should have an office Seal and ID card enclosed with it. Membership form is available in Notification section.
- ✓ A password reset link will be delivered to your registered email id.
- Click on that link and set your password.

KU-ES	
MAIN NAVIGATION	Password reset link has been sent to your email id.
Bashboard	
🍰 Update Email & Mobile	Here you can reset password of your
😳 Help	account in case you have forgot it
	Your Login ID
	2757f Enter the characters as shown in the image above
	Reset password

Step 2:

- After setting your password, you need to login your portal.
- Click on the "Department Login" option on top right corner.
- Enter your Departmental Email ID and the set Password and then click on Login button.





Step 3:

- You will be redirected to new page, as shown.
- Click on "Add New Form" option displayed on top right.



Step 4:

- You will be redirected to new page as shown below.
- The first section that appears is Details section, in which you need to fill all the mandatory details, including Misc. Info
- NOTE: If you need the hard copy of verification, you need to check the "Do you Want NOC by Post?" option. [Requesting a hard copy is chargeable]

Dept	Here you can edit, view existing applications
MAIN NAVIGATION	
Dashboard	Add New Form Back
🍰 Update Email & Mobile	
Help	Fields marked with * are mandatory Form No
	Application Status Not Submitted
	Payment Status Ponding
	rending
	Details
	Department
	Application Type Select
	Application Fee
	Name*
	Father's Name [*]
	Session/Year*
	Degree*
	Do you Want NOC by Por DO You Want Noc by Post?
	(* Hard copy is chargeable. So (* Hard copy is chargeable. Soft Copies will be provided without any extra cost)
	Misc. Info (<i>if ar</i> Misc. Info (<i>if any</i>) $\implies \mathbb{P}_{\mathbb{F}^*} \otimes \mathbb{P}_{\mathbb{P}^*} \otimes $
	:≣ :∃≣ :] Styles - Format - ?



- On filling all the details properly, click on Save button.
- After clicking on save button, Click on "Next" button to move to next section.

Step 5:

- You will be redirected to new page as shown below.
- Here you need to upload the the soft copy of Degree Certificate/Transcript/ Marks card in pdf format only.
- First enter the title in Text Box and then click on "Choose" option.
- A dialog box will appear from which you can select the required file.
- After choosing the file, click on "Upload" option to upload the file.



623	Dashboard	Add New Form Back	
1	Update Email & Mobile	Fields marked with * are mandaton.	
	Help	-leids marked with * are mandatory	
•	пер	Form No	
		Application Status Not_Submitted	
		Payment Status Pending	
		Details	
		Upload File (pdf only)	
		Enter Title in here	
		Choose file, No file chosen	
		Upload	
	Upload		

- After uploading file, you can view and delete the file (if needed) from the provided view and delete icon, as shown in the below image.
- To continue click on "Next Button"



Step 6:

- You will be redirected to new page as shown below.
- Here you need to make the payment.
- All the details of payment will be displayed as shown in the image below.
- Click on "Pay" button to make the payment.
- Once payment is done, click on "Submit Form" button to submit your form.

KU-ES			Dep
Dept	Here you can edit, view existing	applications	
MAIN NAVIGATION			
🚯 Dashboard	Add New Form	ack	
🍰 Update Email & Mobile			
Help	Form No		
	Application Status	Not_Submitted	
	Payment Status	Pending	
	Details Attachment	Pay Fee Online	





- After submitting the form, you won't be able to edit any details.
- Once the verification is completed, an e-mail notification will be sent to you for intimation to download "Communication" from Verification Services Portal.
- You can download Communication under the "Download Communication" icon.

Add Nev	w Form												
												Clear Search	
										Search By N	ame	search	
Form No	Name	Department	Reg No	Application Type	Payment Status	Status	Created On	Hard Copy Requested	Hard Copy Dispatched	Dispatch No	Dispatch Date	Download Communication	
				Verification of MarksCard/ Transcript	Paid	Status_Conveyed	<u>8</u>						© n here