



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:

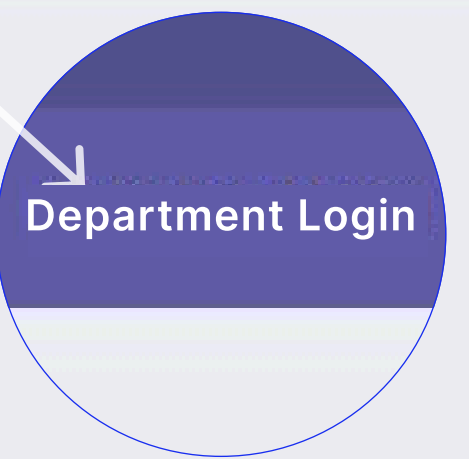
Step 1:

- ✓ 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.



Online Verification Services Portal

[Notifications](#) [Help](#) [Department Login](#) [Office Login](#)

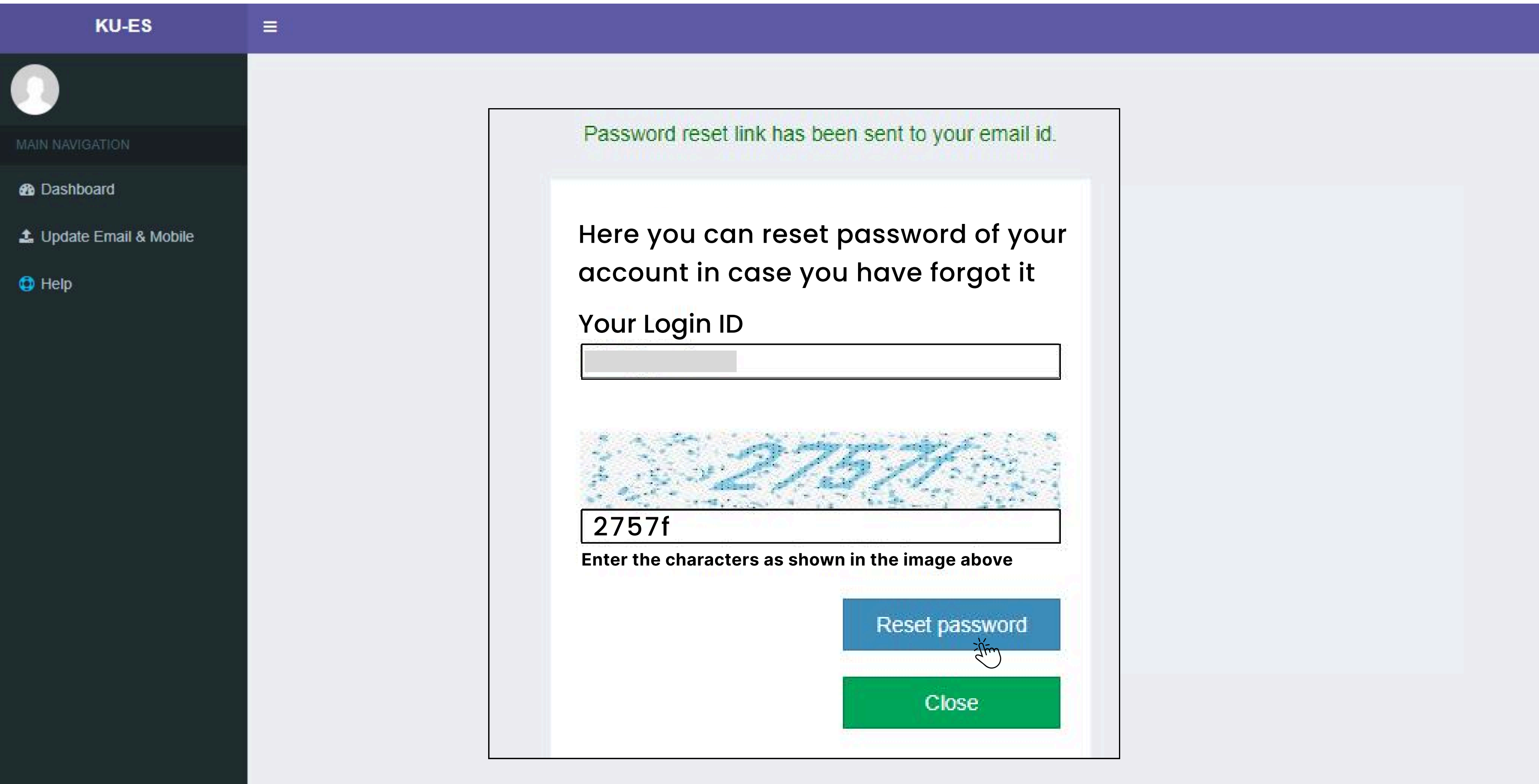


Login to Department account

Enter the characters as shown in the image above

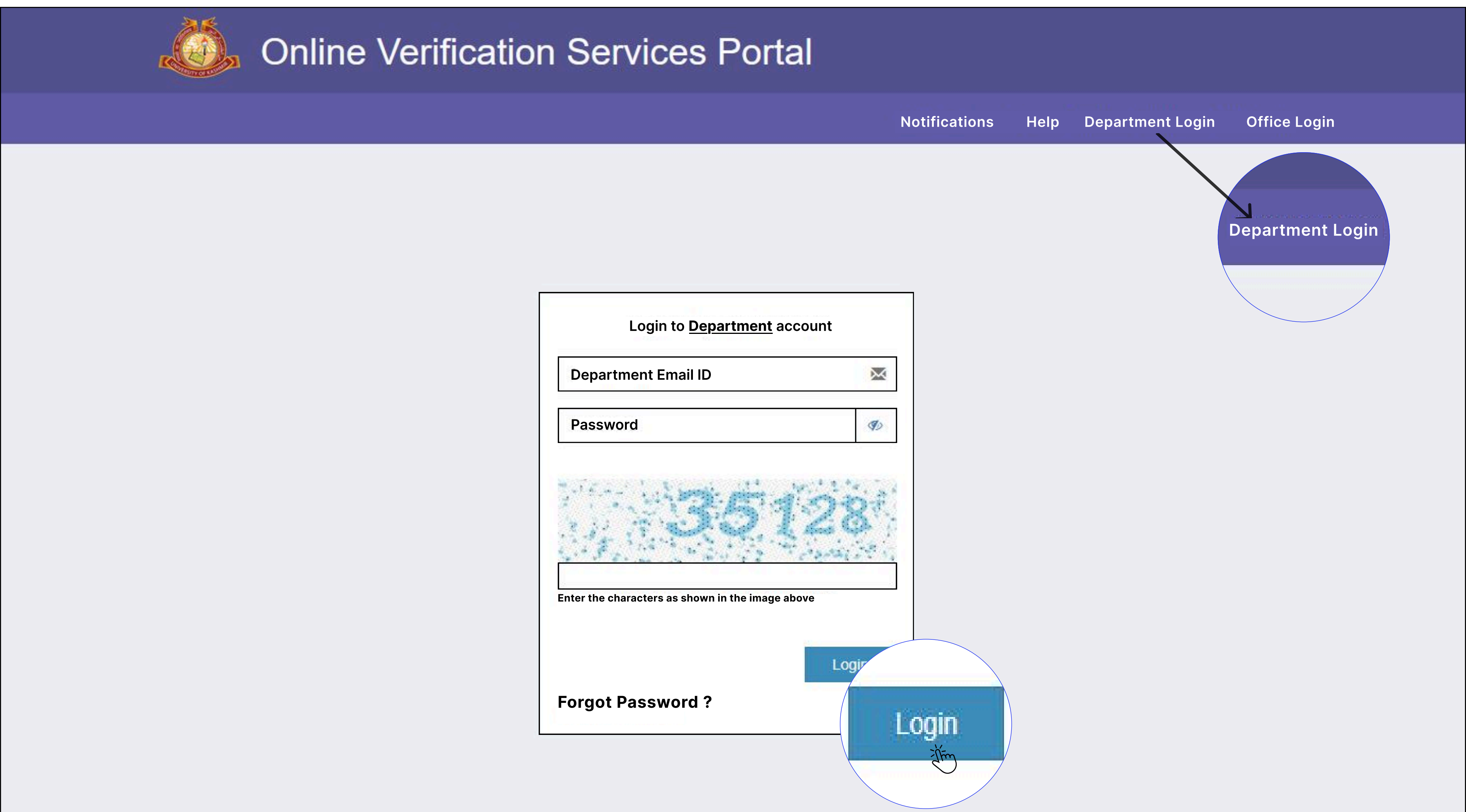
[Forgot Password ?](#)

- ✓ 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.



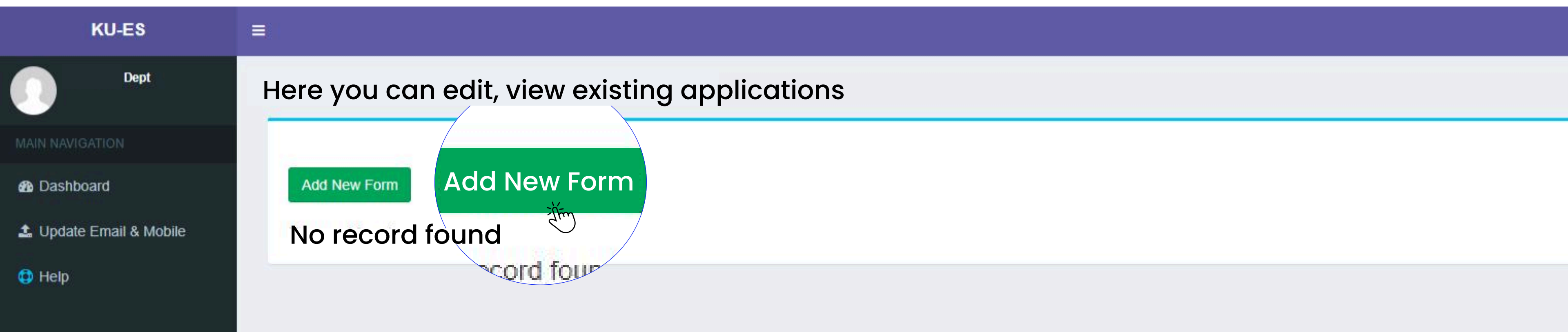
Step 2:

- ✓ 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.



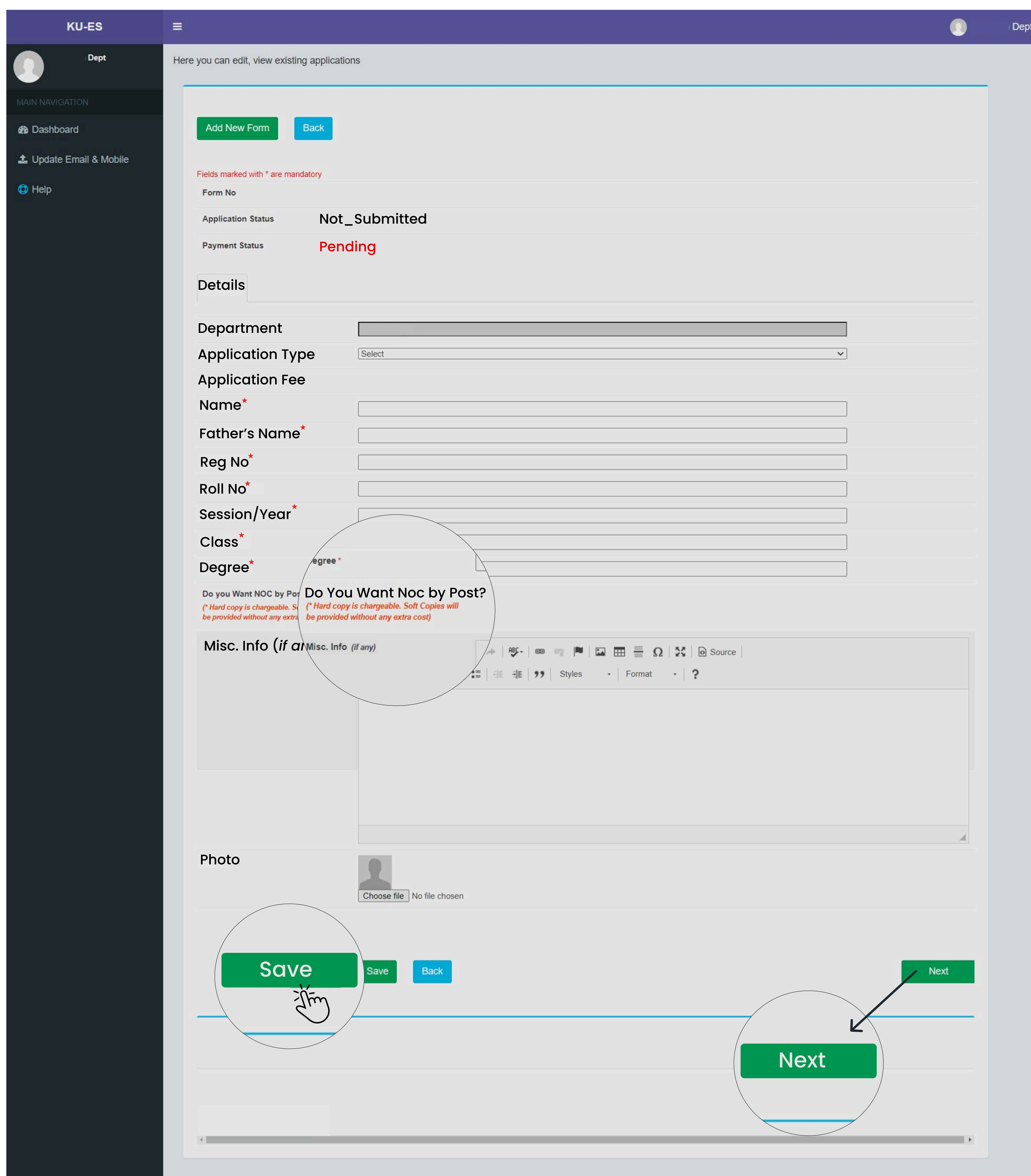
Step 3:

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



Step 4:

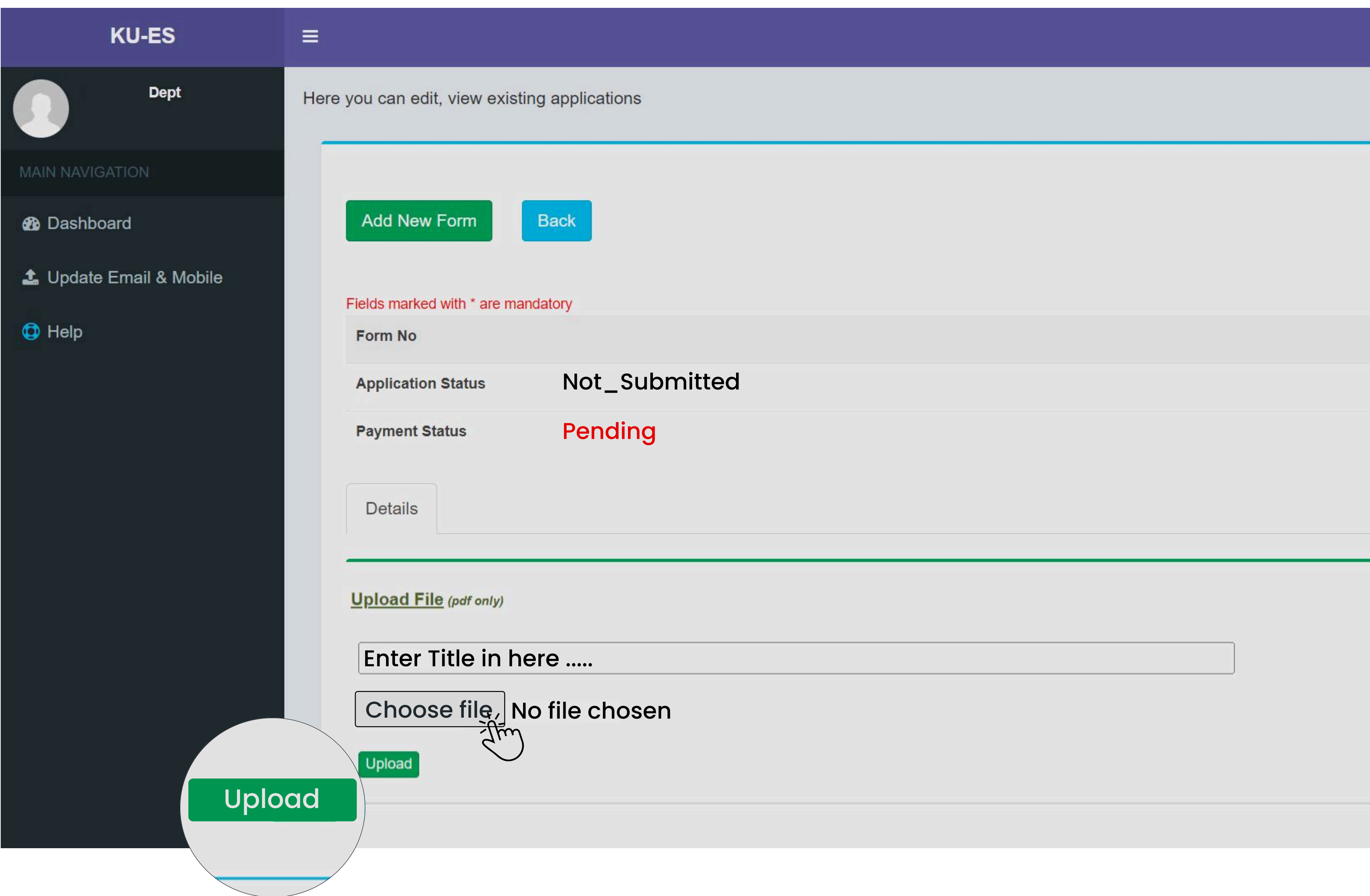
- ✓ You will be redirected to new page as shown below.
- ✓ The first section that appears is Details section, in which you need to fill all the mandatory details, including Misc. Info
- ✓ **NOTE:** If you need the hard copy of verification, you need to check the “Do you Want NOC by Post?” option. [Requesting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



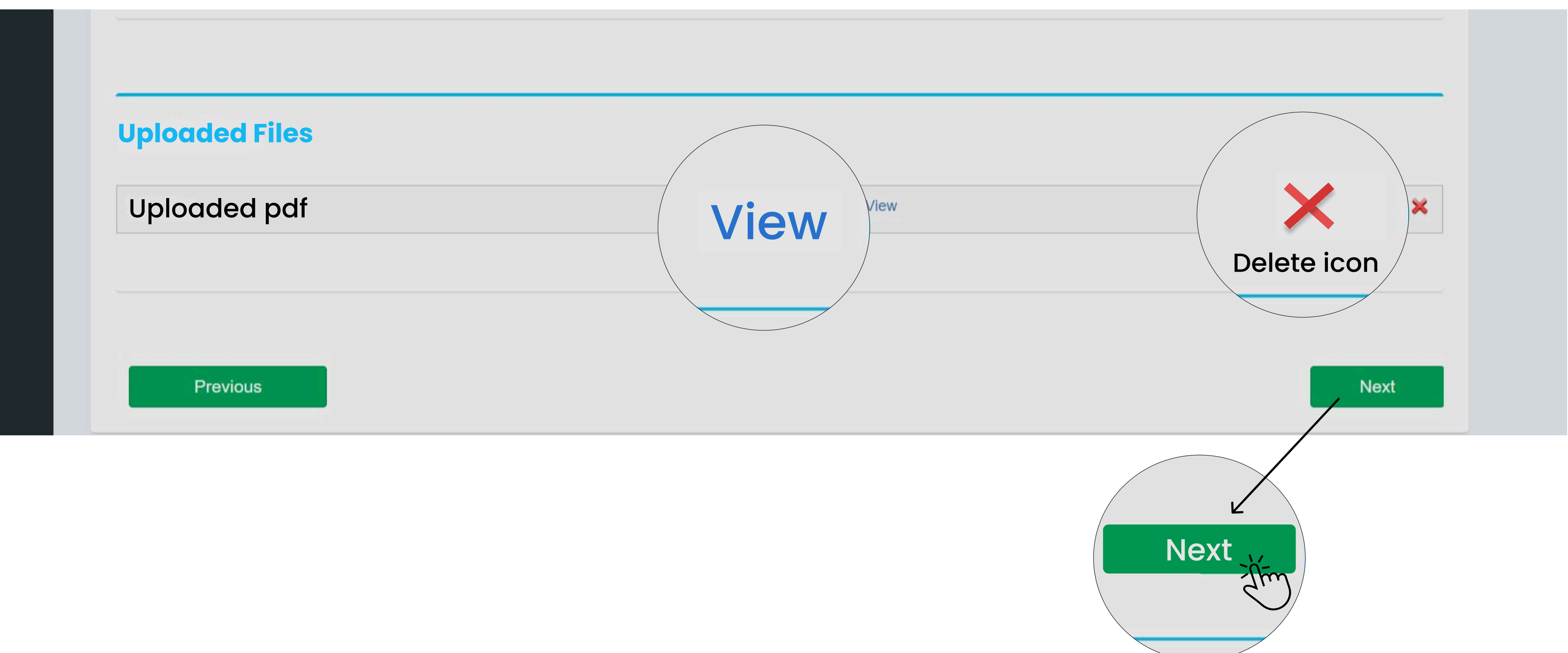
- ✓ On filling all the details properly, click on Save button.
- ✓ After clicking on save button, Click on “Next” button to move to next section.

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.

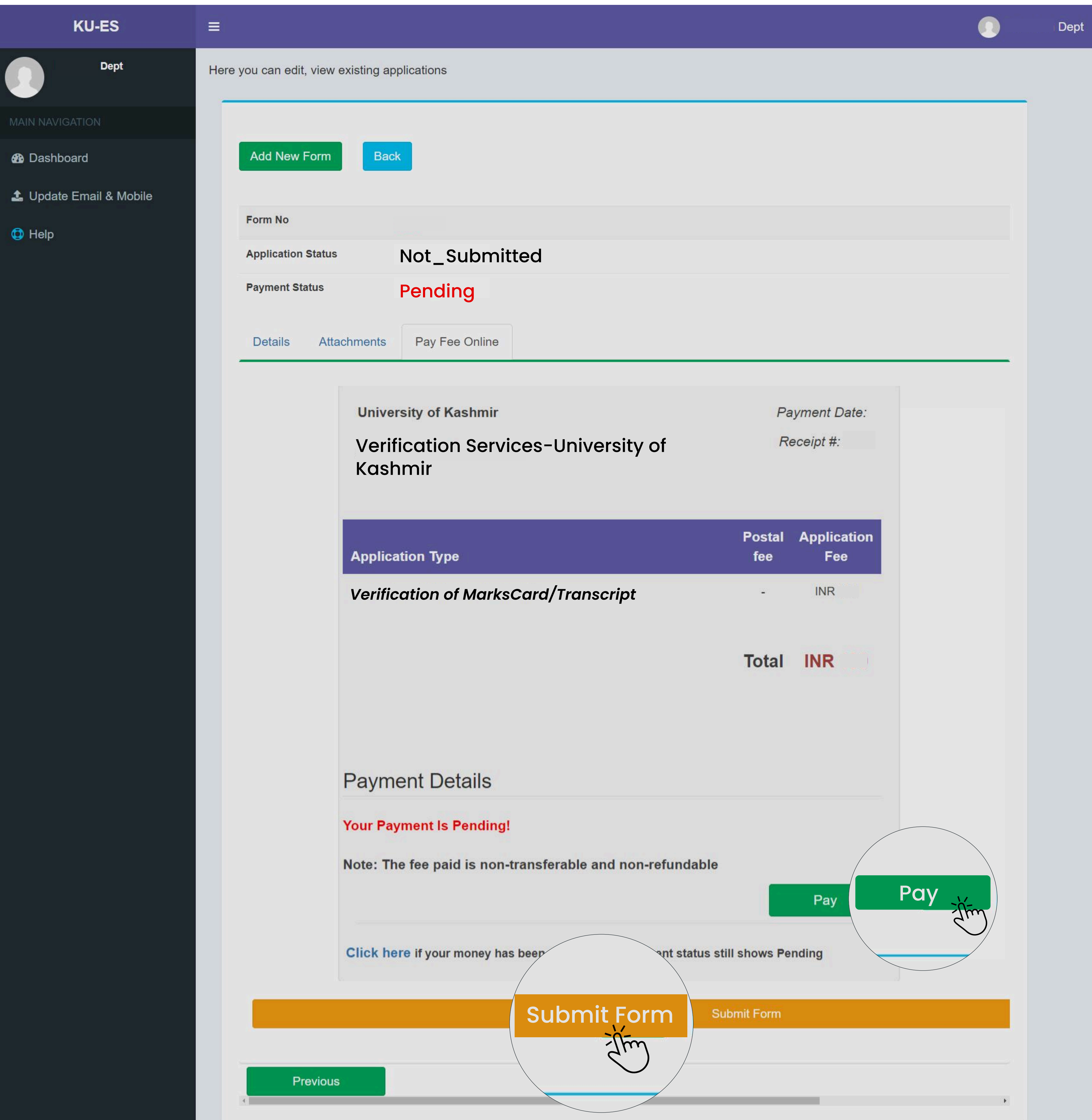


- ✓ After uploading file, you can view and delete the file (if needed) from the provided view and delete icon, as shown in the below image.
- ✓ To continue click on “Next Button”



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.



- ✓ 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.

