

Instructions to apply for Verification / Medium of Instructions

1. You are required to read the **instructions** carefully before filling the online application form.
2. Application will be incomplete if the mandatory fields are not filled. Incomplete form will not be accepted & will not be processed.
3. Fees to be paid by online mode. **Fees once paid will not be refunded.**
4. This application is for issue of Verification report /Medium of Instructions requirement.
5. Any requirement of students and alumnus of Symbiosis Centre for Distance Learning (SCDL), you are requested to contact SCDL authorities. Email ID's:- evaluationhead@scdl.net, diploma@scdl.net
6. Applicant will be responsible for the accuracy of the data and postal address.
7. Hard copy (if opted) will be sent at the address mentioned in the application or may be collected personally.
8. Postal charges are applicable for hard copy of verification /medium of instruction, unless collected personally.
9. Soft copy (Scanned PDF) of the verification report / medium of instructions of the programme may be issued as per option selected.
10. The required report will be issued within **7 working days** against the confirmation of payment and receipt of application form.
11. **Details of fees:**

Document Type	Amount (Rs.)
Verification report / Medium of instructions- Soft copy	Rs. 1500/- per candidate
Verification report / Medium of instructions Hard copy-including postal charges Within India	Rs. 1750/- per candidate
Verification report / Medium of instructions Hard copy -including postal charges Outside India	Rs. 4000/- per candidate

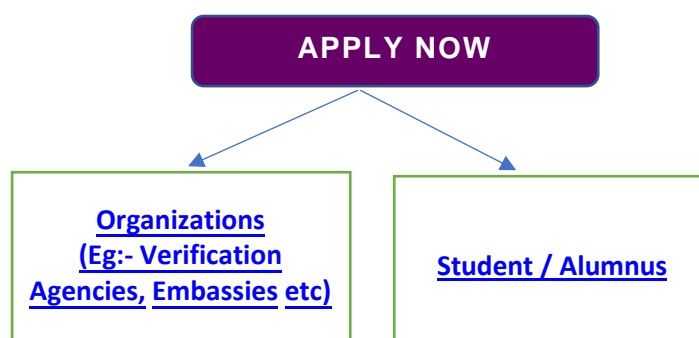
12. You may pay the charges using Credit Card, Debit Card, Debit Card + ATM PIN, Internet Banking, Wallet/ Cash Cards, EMI, G Pay etc.
13. Sometimes the payment may take 72 hrs to reflect on the portal. Kindly wait before you make any further query on this.

Contact Details:

Email: verification@siu.edu.in

Tel No. (020) 28116772

(Active on all working days between 9:30 AM to 04:30 PM)



For students only:-

1. (A) Upon login kindly click on Student >> Support Services + >> Application for Verification >> Add New Request. For Login:- [click here](#)
2. (B) If you have forgotten your user name and password or if you don't have it please [click here](#)

After clicking follow the below steps:-

- I. Select Institute >> Login as: Student >> Click on: Forgot User name & Password >> Enter Registered Email ID>> Submit
- II. You will get the following message: The system could not verify the email ID!! To obtain your login credentials please Click Here.
- III. Please click on "Click Here", you will be redirected to Application for Username & Password page. Kindly fill the required information in that application.
- IV. You will get your user name and password in 48 hours after due verification.