

Educational Credentials Forwarding Procedure –
Other Universities/Screening Agencies

Dear Applicant,

Greetings from The Maharaja Sayajirao University of Baroda!

1. Scan the following Educational Credentials and make a separate READABLE PDF of each document:
 - i. All the Mark-sheets/Grade-sheets from the First year/First semester till completion of the Academic Programme from The Maharaja Sayajirao University of Baroda under the signature of the **Deputy Registrar (Examinations)/Controller of Examination** [Including the PASS and FAIL/ATKT status] in separate PDF format.
 - ii. All the Degree certificates awarded to you by The Maharaja Sayajirao University of Baroda in separate PDF format.
 - iii. Any other certifications issued under the signature of the **Deputy Registrar (Examinations)/ Controller of Examination** required to be forwarded for screening of your application.
2. Make the payment through IMPS/RTGS/NEFT to the University Bank Account.

Name of the Account:	Registrar, The M. S. University of Baroda
Name of the Bank:	Bank of Baroda
Branch:	University Campus Branch
Account Number:	02010100009937
IFSC:	BARB0MSUNIV The fifth character is Numeric ZERO
MICR:	390012019
Swift Code:	BARBINBBOBR

3. The amount of payment will be in proportion to the number of Degree certificates to be forwarded. If you need to forward only One Degree Certificate (With any numbers of mark-sheets/grade-sheets and a transcript), you need to pay ₹500/-, in case of Two Degrees (With any numbers of mark-sheets and a transcript), you need to pay ₹1000/-, and so on...
4. Forward your entire application to the email **verification@msubaroda.ac.in** under CC to **office-exams@msubaroda.ac.in** along with a readable scanned PDF of all Educational credentials as listed at Step-1 + the IMPS/RTGS/NEFT Payment receipt (Screen-shot).
5. **State Subject Line of your email as "Educational Forwarding - Your Name - Name of Agency"** e.g. Educational Forwarding - Pravin Shah - IQAS.
6. Your Educational Credentials will be transferred through an email after posting the Secured Digital Signature. Please allow 10 working days to see an update on your application.
7. The applicant is requested to mention the mode of transfer of documents as email while applying.
8. You will be updated the status through an email from the University.
9. Keep checking your email regularly for any further requirement from the University with regard to your Application.

Controller of Examination (I/c.)

The Maharaja Sayajirao University of Baroda
Vadodara - Gujarat - India