

# Indian Institute of Finance

## Examination Branch

### Application Form for Official Verification

NOTE : PLEASE READ INSTRUCTIONS GIVEN OVERLEAF CAREFULLY BEFORE YOU APPLY. ALL INFORMATION BELOW IS OF CANDIDATE (STUDENT / STAFF) FOR WHOM VERIFICATION IS SOUGHT.

1. Name of Candidate (in Block Letters) Mr. / Ms. : \_\_\_\_\_

2. Father's Name : \_\_\_\_\_

3. Mother's Name : \_\_\_\_\_

4. Enrolment No. : \_\_\_\_\_

5. Aadhar Card No. : / Foreign ID No. : \_\_\_\_\_

6. Particulars of Examinations Appeared/Passed (Attach Certificate/Marksheets)

Examination	Year of Passing	Annual / Supplementary	Roll No	Result	Marks Obtained	Division

7. For Employee (Staff) Verification mention Period of Employment and attach Letter of Appointment and /or Relieving Certificate and / or Experience Certificate

8. (a) Permanent Address : \_\_\_\_\_

\_\_\_\_\_

(b) Current Mailing Address : \_\_\_\_\_

\_\_\_\_\_

7. Telephone of Candidate (Mobile) \_\_\_\_\_

Residence \_\_\_\_\_

Date

Signatures and Stamp  
of Verification Officer

## INSTRUCTIONS

1. All public dealings are made from 9:30 A.M. to 3:00 P.M. (excluding Lunch Hour)
2. The particulars of the student given in the form should correspond with those appearing in the certificate issued to him/her from time to time. The application form must be signed and stamped by the Verification Officer. Any wrong information in the form would lead to the disqualification of further verification of student/company.
3. The required verification will be issued after a period of fifteen working days (two weeks or so) excluding Saturday/Sunday and other Gazetted holiday from the date of submission of application with prescribed fee.
4. Prescribed fee is as follows:-

	If Applied from	
	within India*	from abroad**,***
Upto 6 Months	INR. 5,000/- + GST	US\$ 200 + GST
After 6 Months	INR. 7,000/- + GST	US\$ 400 + GST

\* Including postal charges

\*\* In-case Transcript is required to be sent to an Overseas destination, the Speed Post/ Courier Charge in actual will have to be paid by the Applicant. [The estimated charge is between INR 2,500/- to Rs. 5,000/- (+ GST) depending on the destination country].

\*\*\* For Overseas Payment 10% Bank Transaction Charge in addition is applicable

All Payments can be made Online through [www.iif.edu/payment.htm](http://www.iif.edu/payment.htm)

- a) Bank Transfer: for India: NEFT to Indian Institute of Finance; A/c No. 65075795019; State Bank of India, Greater Noida, IFSC Code: SBIN0050830; For Overseas: Branch Code: 50830; SWIFT Code: SBININBB001; IFSC Code : SBIN0050830 with details to the institute about the remittance or
- b) Paytm using All-In-One QR Code at [www.iif.edu/paytm.htm](http://www.iif.edu/paytm.htm) or

### 5. The following documents to be attached:

- a) Copy of Final Certificate & Marksheet (All Semesters) (Self Attested)
- b) Copy of the employment Letter (Appointment / Relieving / Experience Certificate / Letter)

Kindly direct your request with the necessary document(s) to

The Registrar

**Indian Institute of Finance**

45A, Knowledge Park III

Greater Noida – 201310, Delhi NCR, INDIA Phone:

9999321585; 9811971002; 0120-2323683

Email: [info@iif.edu](mailto:info@iif.edu); Web: [www.iif.edu](http://www.iif.edu)