



# Form Ex-3

## OM STERLING GLOBAL UNIVERSITY, HISAR

NH-52, Hisar - Chandigarh Road, Hisar -125001 Haryana (India)

### VERIFICATION OF DEGREE /DIPLOMA AND CERTIFICATES ISSUED

#### **A. VERIFICATION:**

If any agency is willing to verify the academic record of a student, who passed Degree/Diploma/Certificate examination from Om Sterling Global University, has to send an application on the firm's letterhead/application mentioning the purpose of the verification along with the following enclosures:

- i) Visible Xerox copy of the Certificate(s) to be verified.
- ii) Proof of fee paid for verification.

On E-mail or by post on the address as given overleaf.

#### **B. VERIFICATION CHARGES:**

- i) Rs 500/ per document -- verification on E-Mail
- ii) Rs. 800/ per document – to be sent by post.

The above amount may be paid through Bank Draft drawn in favor of “Om Sterling Global University” payable at Hisar.

**OR**

Through Net Banking/UPI/Bank Challan by transferring/depositing the total amount in university bank account as detailed below:

Bank Name: [HDFC BANK](#)

A/C No- [50200040224861](#) (Type of Account- Current A/c)

Name- [Om Sterling Global University](#)

Bank Address: [SCO No. 178-179, Red Square Market, Railway Road, Hisar-125001 \(Haryana\)](#)

IFSC Code: [HDFC0000155](#) (used for RTGS/NEFT, IFSC)

SWIFT: [HDFCINBB](#)

MICR Code: [125240102](#)

Branch Code : [0155](#)

Furthermore, the details of verification charges deposited/paid through net banking / cash deposit or any other mode, you have to whatsapp the scan copy of the transaction receipt detailing the transaction at mobile number- 9996789861.

For any clarification please contact- 9996789861

**C. MAILING ADDRESS:**

You may post your application along with Demand draft and other documents at the following address:

**Controller of Examinations,**

**OM STERLING GLOBAL UNIVERSITY**

**NH-52, Hisar - Chandigarh Road, Hisar -125001 Haryana (India),**

**Email Address: [coe@osgu.ac.in](mailto:coe@osgu.ac.in)**

**D. PROCESSING:**

Upon receiving the bank draft/ net banking transaction receipt, and other documents, the request will be forwarded to the concerned unit for further processing.

May kindly note that it takes approximately 7 working days from the day of receiving the above documents to process an application (this excludes postal time).