

SoP for Document Verification / Education Verification

1. You need to pay Rs.500/- (DD/ Pay order/NEFT) for getting education verification certificate of the candidate.

The details of our bank are as follows:

Name of Account : Rajeev Gandhi College of Management Studies

Name of the Bank : Axis Bank Ltd

Branch: Kopar Kherne, Navi Mumbai 400709

Account Number : 661010100019327

IFSC Code : UTIB0000661

MICR Code: 400211058

2. Once you have made the payment, kindly fill the payment details in google form through this link: <https://forms.gle/tj7NABqN54uouuMg8>
3. Applicant/employer must send an email to examination@rgcms.edu.in requesting for online education verification along with name, batch, contact number and attach the photocopy of Degree Certificate and Semester IV marksheet
4. Once payment is verified, all the documents is forwarded for preparing the transcript.
5. After document is approved by the Institute (may take 5-7 working days) you will receive an email with a stamped PDF version of your approved document.