



# GURU GHASIDAS VISHWAVIDYALAYA, BILASPUR (C.G.)

## Application for sending Educational Documents Abroad - WES/Directly

To,  
The Controller of Examinations,  
G.G.V, Bilaspur (C.G)

Dear Sir/Madam,

I, Mr./Ms. ...., Son/Daughter of .....,  
Program Name: ....., Passing year : ....., Roll No. : .....  
Enrolment No.: ....., want to send the attached verified documents to the World Education  
Services [WES Reference No. ....] along with duly filled **Academic Record Request Form**.

**Or**

to the Institute/University ....., the  
Name/post of Recipient: ..... and Email-Id: .....,  
Full Address: .....

### List of documents to be sent [tick ✓ the relevant]:

- A. Transcript (Original/Good quality Photocopy)
- B. Degree Certificate (Good quality Photocopy both front and back page)
- C. No. of Marksheet (year/semester- Good quality Photocopies) .....
- D. Other Documents (if any): .....
- E. Total Amount in Rs ..... Transaction Id: ..... Date: .....
- F. Academic Record Request Form.

### Fee Details:

1. Processing Fee \$10 (Rs ~ 850/-)
2. Verification charge \$2 (Rs ~ 170/-) per documents.
3. Verification charge is not applicable for Original Documents.
4. Time limit within 5 working days subject to verification.

I have inquired/ visited myself the Institute/University abroad. I confirm that the required documents as above to be sent are sufficient as per the requirement for my admission or Job purpose. If my candidature is rejected due to any reason I will be responsible for the same.

Place: .....  
Date: .....  
Email id .....  
Ph. No. ....

.....  
Signature of student