

INSTRUCTIONS

1)	Application should be made by the candidate in the prescribed format and should be submitted personally or by post to; <p style="text-align: center;">The Registrar, Ganpat University, Ganpat Vidyanagar- 384012, Mehsana-Gozaria Highway, Mehsana, GUJARAT, INDIA</p> <p style="text-align: center;">OR</p> The candidate may also send the scan copy of duly filled application form along with supporting documents and prescribed fees with postage charges by email on coe@ganpatuniversity.ac.in	
2)	The photocopy of documents should be enclosed for which verification to be applied along with duly filled application form .	
3)	Fees for Document Verification for - Mark Sheets - Provisional Degree Certificate - Degree Certificate - Transcript or any other certificate	Rs. 100/- per certificate subject to minimum Rs. 300/- and maximum of Rs. 1000/-
4)	The fee should be paid in the form of Cash or Demand Draft in favour of the “Ganpat University payable at Mehsana” or through RTGS with details as under: (The Cheque of any type shall not be accepted) • RTGS Details:- - Bank Name: The Mehsana Urban Co-op Bank Ltd., - Branch: Ganpat Vidyanagar - Account Name: Ganpat University - Account No. 00261001000948 - IFSC Code: MSNU0000026	
5)	Postage Charges is as follow, if requested through physical mail.	
	a)	Within Gujarat : Rs. 150/-
	b)	Within India : Rs. 300/-
	c)	Abroad: 2000/- or as Actual on weight whichever is higher.
6)	Fees not refundable and not adjustable in any case.	