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**CONTROLLER OF EXAMINATIONS**  
 Letter No. COE/Online/2025

Date: 10.01.2025

**Whomever it may concern**

Sub : Errors in furnishing data for issuance of genuineness of certificates – instructions issued – Reg

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It has been brought to the notice of this office that while applying the genuineness certificate through online most of the applicants have failed to adhere the procedures strictly. Consequently the applications are rejected summarly. It may trigger inconvenience to the students and as well as the administration. Hence, it is advised to adhere the following instructions scrupulously while sending applications through online.

1. The mode of procedure, etc are given in the website viz. <https://gverify.annauniv.edu>
2. The application should ensure whether the name, register number, branch, the college where he/she studied last, month and year of completion, class obtained , folio or serial number of the certificate, etc are properly entered in the application devoid of any alteration or modification (as it is in the degree certificate/other certificates issued by this office)
3. The applicant should ensure whether the requisite fee for this purpose is remitted properly.
4. Once the fees remitted and the request is declined for want of proper details, no refund is eligible. They should apply afresh with appropriate fees.
5. Any doubt or clarification, they should address in the specific email id viz. coe1certificate@gmail.com.
6. The applicant should furnish all the pages of degree certificate and any other certificate without leaving any pages.
7. The email id of that person should be specifically mentioned. The registered email id of the company should be given clearly. The student email id may also be provided.
8. Once the degree certificate is issued, no one is entitled to upload the Provisional Certificate for verification.
9. The applicant who are applying VISA/Foreign Higher studies, should select the option "HRD Attestation" and subsequently apply though "e-Sanad portal".

In this connection, the matter engulfed in this issue has been examined in one case by the Honorable High Court of Madras and the petitioner has been directed to follow the procedures convisioned by this office. In order to avoid unnecessary delay in issuing genuineness certificates, the applicants are requested to follow the procedures with letter and spirit.

  
 10.01.2025  
**CONTROLLER OF EXAMINATIONS (i/c)**