

Procedure for WES and Transcripts

Applicants are requested to follow the steps given below to apply for **WES Verification and Transcripts**:

Step 1

1.1 Submit the **WES Academic Request Form**, duly completed and signed in **Blue Ink**. Please ensure that your **WES Reference Number** is clearly mentioned on the form.

1.2 Submit the **Transcript Request Form**, duly completed and signed in **Blue Ink**.

Step 2

Attach **High-Resolution Colour Copies** of all **DMCs** and the **Degree Certificate**.

Step 3

Pay the applicable University fee through the official portal:

<https://document.deshbhagatuniversity.in/>

Step 4

Complete the **WES Request Form/ Transcript Request Form** in all respects and obtain the required signatures from the **Accounts Office** and the **Concerned Director**.

Fee Details

For Courses (Except Nursing)

- WES Processing Fee: **₹15,000/-**
- Transcript Fee: **₹10,000/-**
- International Courier Charges: **As Applicable**

For Nursing Courses Only

- WES Processing Fee: **₹15,000/-**
- Transcript Fee: **₹15,000/-**
- International Courier Charges: **As Applicable**

Important Instructions

- The WES verification process/Transcripts process will be initiated only after receipt of the applicable fee and issuance of the official receipt by the Accounts Section.
- For further assistance, contact the University during working hours (9:00 AM to 5:00 PM, Monday to Saturday) at **9915027753**.
- For any additional queries, please contact the **Admin Office of the Concerned Department**.

Note

- **The University shall not be responsible for the rejection of documents by WES due to the submission of digitally signed documents.**
- **The applicant shall be solely responsible for any such rejection.**

2. Examination Branch Fee Structures

(For DMC Branch and Registration Branch)

Sr. No	Service	Normal Fee	Normal Processing Time	Urgent Fee	Urgent Processing Time
1	Provisional Degree	₹3,000	7 Working Days	₹5,000	3 Working Days
2	Duplicate DMC	₹2,500 per DMC	15 Working Days	₹5,000	7 Working Days
3	Duplicate Degree	₹5,000	15 Working Days	₹10,000	7 Working Days
4	Degree in Absentia	₹10,000	15 Working Days	₹15,000	5 Working Days
5	Document Verification (Within India)	₹600 per Document	10 Working Days	₹600 per Document+ ₹5,000	2 Working Days
6	Document Verification (International)	₹8,000	10 Working Days	₹8,000 + ₹5,000 = ₹13,000	2 Working Days
7	Migration Certificate	₹2,000	7 Working Days	₹5,000	Same Day
8	Duplicate Migration Certificate	₹5,000	10 Working Days	₹10,000	Same Day
9	Transcript	₹10,000	7 Working Days	—	—
10	WES Verification	₹15,000	15 Working Days	—	—
11	Transcript (Nursing)	₹15,000	15 Working Days	—	—
12	Second Copy of Transcript	₹10,000	7 Working Days	—	—
13	DMC Correction	₹800 per DMC	15 Working Days	—	—
14	Degree Correction	₹2,500	15 Working Days	₹5,000	5 Working Days
15	Transcript Correction	₹2,500	15 Working Days	₹5,000	7 Working Days

3. Verification through e-Sanad Portal

Applicants applying for **Document Verification through the e-Sanad Portal** are required to deposit the prescribed verification fee before the verification process is initiated.

Particulars	Fee	Processing Time
Document Verification (Within India)	₹600 per Document	Within 10 Working Days
Urgent Document Verification (Within India)	₹600 per Document + ₹5,000	Within 2 Working Days
Document Verification (International)	₹8,000	Within 10 Working Days

Important Instructions

- Deposit the applicable fee through the prescribed University payment mode.
- Submit proof of payment along with the verification request.
- The verification process shall be initiated only after confirmation of fee receipt by the University.

4. Name Change Procedure

Application for correction in the name of the **Candidate/Father/Mother/Guardian** shall be considered only after submission of the following documents through the **Concerned Head of the Department**:

1. Original copies of **Two Newspapers** (One English and One Hindi Newspaper) of National Level in which the change of name has been published.
2. Original Affidavit duly sworn before the **Judicial Magistrate First Class/Metropolitan Magistrate/Executive Magistrate**.
3. True Copy of the School Certificate submitted at the time of admission, duly attested by the concerned authority.
4. Certificate of Matriculation issued by the concerned School Education Board showing the corrected name.
5. Payment of the prescribed fee of **₹5,000/-**.

After verification of the above documents by the concerned department, the necessary correction shall be made in the University records, and the corrected **DMC(s)** and **Degree** shall be issued within the prescribed time.

5. Requirements for Issuance of Duplicate DMC / Degree / Transcript (Lost Documents)

Applicants seeking issuance of a **Duplicate DMC, Degree or Transcript** due to loss of the original document(s) are required to submit the following:

1. Application addressed to the **Controller of Examinations** stating the reason for issuance of the duplicate document.
2. Original Affidavit executed on **Non-Judicial Stamp Paper of ₹100/-** declaring that the original document has been lost and has not been misused.
3. Original **FIR / DDR / Lost Report** issued by the concerned Police Authority clearly mentioning:
 - Place of loss.
 - Date and Time of loss.
 - Type of document(s) lost (DMC / Degree / Transcript).
 - Document Serial Number(s), wherever applicable.
4. Self-attested copy of a valid Photo Identity Proof (AadhaarSite.docx Card / Passport / Driving License / Voter ID).
5. Prescribed fee as per the University's approved fee structure.

Important Instructions

- The request shall be processed only after verification of all the above documents.
- The University reserves the right to seek any additional document or clarification before issuing the duplicate document(s).