Verification Process for Academic Documents, University of Education Lahore. For generation of challans email at **verification@ue.edu.pk**

Formal verification of academic credentials like transcripts, degree and diploma certificates is often required to establish authenticity.

Please adopt the following procedure to get verification of Transcript/Degree

1. Please download the requisite form from UE website by using the link, https://ue.edu.pk/downloads.php.
2. Fill it properly and attach the copies of all concerned educational documents in line with instructions mentioned on the form.
3. Please attach two latest passport size photographs.
4. **Standard verification**, with a processing time of 24 working days, is priced at Rs. 2500/-per document.
5. **Urgent verification**, with a processing time of 3 working days (But may take upto 7 to 10 working days if there are many requests in the que) is priced at Rs. 3500/- per document.
6. **Submission Procedure:**
   a. **By hand:**

      An applicant may submit the application for the verification by hand to the Controller office, University of Education, Lahore.
   b. Through **Courier:**

      By sending the documents through courier to Controller of Examination, University of Education, Lahore.
   c. Email **(Online)** **verification@ue.edu.pk**
7. The separate form and fee are required for each degree/ transcript. The form should be complete in all respects. Incomplete documents will not be processed.
8. Mode of Delivery:
   - **By Hand**, the verification letter may be collected by the applicant or an authorized person.
   - **Through courier** to the provided address on the verification form.
   - **Email (Online)** to the provided email on the verification form.
   - **Verification process for organizations/ company's etc**.
   - Information from Sr. 01 to 08 will be same for the departmental verification.
   - The verified documents will be dispatched directly to the departments/ Organizations.
9. For any further information, always feel free to contact 042-99262216 Ext 219.

Fee Deposit Procedure:

1. **Fee deposit through manual challan forms or thorough deposit slip will not be accepted. Only UMS generated challan forms will be accepted. Email Id for challan generation verification@ue.edu.pk**
2. **Students may contact their campus/Institutions for Challan form from In-House UMS.**

Authority letter

I hereby authorized Mr. /Mrs _____ S/D of _____

to collect my verification on my behalf.

CNIC No of Applicant: _____

CNIC No of authorized person: _____

Diary/ Reference No: _____