Agency User Manual for Academic Verification Requests

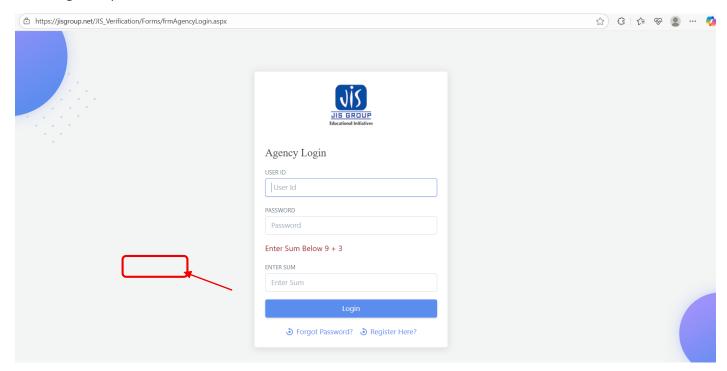*(For Agencies Requesting Academic Verification from JIS University)*

Step1: Accessing the Academic Verification Portal

- Visit the Academic Verification Portal at:

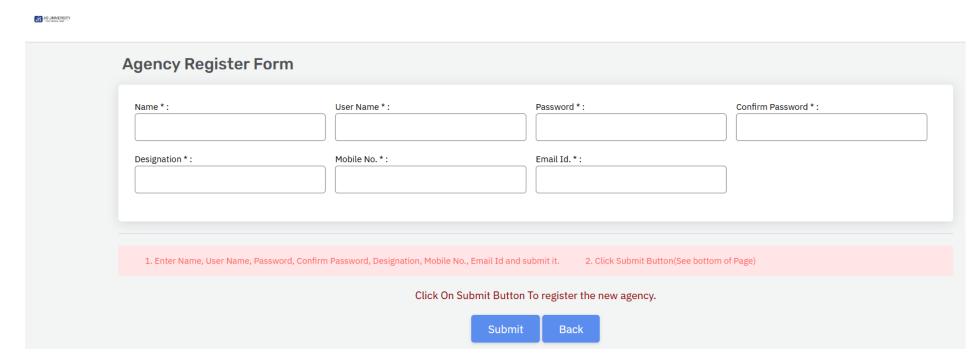https://jisgroup.net/JIS_Verification/Forms/frmAgencyLogin.aspx

- Click on **Register Here** to begin the process.

Step 2: Agency Registration

- If accessing the portal for the first time, register as a new agency by completing the required details on the **Agency Registration** page.

Agency Register Form

Name * :

User Name * :

Password * :

Confirm Password * :

Designation * :

Mobile No. * :

Email Id. * :

1. Enter Name, User Name, Password, Confirm Password, Designation, Mobile No., Email Id and submit it.   2. Click Submit Button(See bottom of Page)

Click On Submit Button To register the new agency.
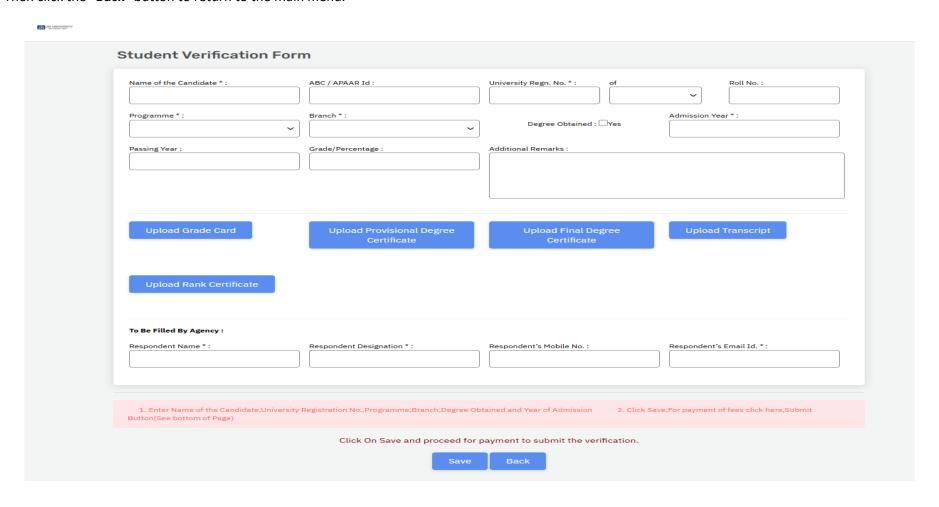
Submit   Back

Step 3: Logging In

- After successful registration, log in using your credentials to access the portal.

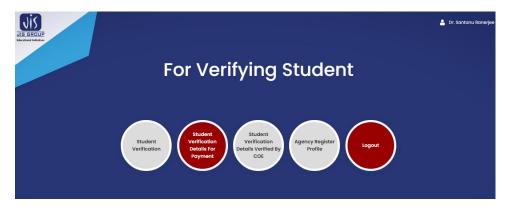## Step 4: Submitting Student Verification Request

- Click on the "**Student Verification**" link.
- Enter the required details of the student whose academic records are to be verified.
- After entering the details, click "**Save**".
- Then click the "**Back**" button to return to the main menu.

Student Verification Form

Name of the Candidate * :

ABC / APAAR Id :

University Regn. No. * :   of

Roll No. :

Programme * :

Branch * :

Degree Obtained : ☐ Yes

Admission Year * :

Passing Year :

Grade/Percentage :

Additional Remarks :

| Upload Grade Card | Upload Provisional Degree Certificate | Upload Final Degree Certificate | Upload Transcript |

Upload Rank Certificate

To Be Filled By Agency :

Respondent Name * :

Respondent Designation * :

Respondent's Mobile No. :

Respondent's Email Id. * :

1. Enter Name of the Candidate,University Registration No.,Programme,Branch,Degree Obtained and Year of Admission   2. Click Save,For payment of fees click here,Submit Button(See bottom of Page)

Click On Save and proceed for payment to submit the verification.
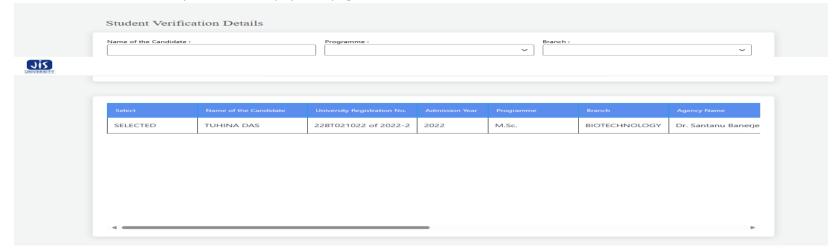
Save   Back

Step 5: Making Payment

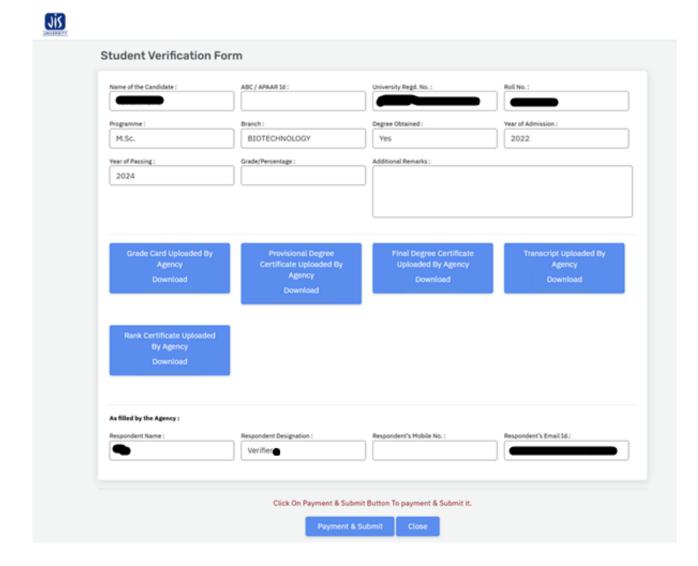- Click on the "**Student Verification Details for Payment**" link.

- A list of students entered by agencies will be displayed.
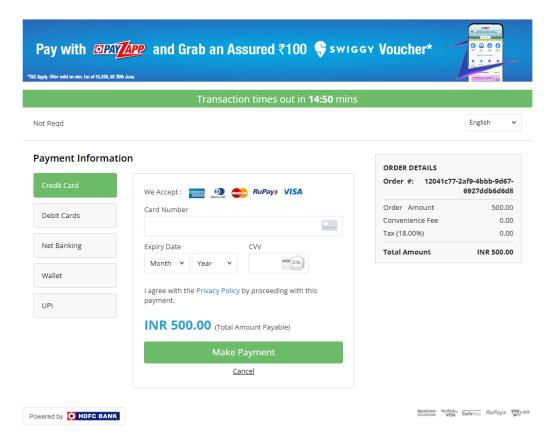- Click on the concerned student's name to proceed to the payment page.

Student Verification Details

Name of the Candidate :	Programme :	Branch :

Select	Name of the Candidate	University Registration No.	Admission Year	Programme	Branch	Agency Name
SELECTED	TUHINA DAS	22BT021022 of 2022-2	2022	M.Sc.	BIOTECHNOLOGY	Dr. Santanu Banerje

- On this page, you can review the student's submitted details. Scroll down and click the "**Payment & Submit**" button to proceed to the payment gateway.

Student Verification Form

Name of the Candidate :	ABC / APAAR Id :	University Regd. No. :	Roll No. :
██████		████████	██████

Programme :	Branch :	Degree Obtained :	Year of Admission :
M.Sc.	BIOTECHNOLOGY	Yes	2022

Year of Passing :	Grade/Percentage :	Additional Remarks :
2024		

Grade Card Uploaded By Agency
Download

Provisional Degree Certificate Uploaded By Agency
Download

Final Degree Certificate Uploaded By Agency
Download

Transcript Uploaded By Agency
Download

Rank Certificate Uploaded By Agency
Download

As filled by the Agency :

Respondent Name :	Respondent Designation :	Respondent's Mobile No. :	Respondent's Email Id.:
██	Verifier█		████████

Click On Payment & Submit Button To payment & Submit it.

Payment & Submit   Close

Step 6: Payment Processing

- Complete the payment of **Rs. 500/-** for each verification request using the online payment gateway.

Pay with **PAYZAPP** and Grab an Assured ₹100 SWIGGY Voucher*

*T&C Apply. Offer valid on min. txn of ₹5,000, till 30th June.

Transaction times out in **14:50** mins

Not Reqd   English ▾

Payment Information

| Credit Card |
| Debit Cards |
| Net Banking |
| Wallet |
| UPI |

We Accept : AMEX Diners Club MasterCard RuPay VISA

Card Number

[   ]

Expiry Date   CVV

Month ▾   Year ▾   [576]

I agree with the Privacy Policy by proceeding with this payment.

INR 500.00 (Total Amount Payable)

| Make Payment |

Cancel

ORDER DETAILS

Order #:   12041c77-2af9-4bbb-9d67-
6927ddb6d6d8

Order Amount   500.00
Convenience Fee   0.00
Tax (18.00%)   0.00

Total Amount   INR 500.00

Powered by **HDFC BANK**

MasterCard SecureCode. Verified by VISA SafeKey RuPay VISA

Step 7: Post-Payment Process

- Once payment is successfully made, the verification request will be submitted to the Office of the Controller of Examinations, JIS University.
- Upon completion of the verification process by the University, the agency will be notified via email.

Step 8: Viewing Verified Details

- To view the completed verification, click on "**Student Verification Details Verified by CoE**".

- A list of all students whose verifications have been completed will appear.
- Click on the concerned student's name to:
    - View the verified details.
    - Print the money receipt.
    - Download any attached documents.

Student Verification Details

Name of the Candidate :	Programme :	Branch :

Select	Name of the Candidate	University Registration No.	Admission Year	Programme	Branch	Agency Name
SELECTED	MOULIPARNA MITRA	22ED011039 of 2022-2	2022	B.Ed.	NOT APPLICABLE	Dr. Santanu Banerje
SELECTED	PUSPITA SIKDER	22PT091004 of 2022-2	2022	M.Pharm.	PHARMACEUTICA	Dr. Santanu Banerje
SELECTED	TUHINA DAS	22BT021022 of 2022-2	2022	M.Sc.	BIOTECHNOLOGY	Dr. Santanu Banerje

- Here the agency requesting for verification can see the details, print money receipt, and download other documents.