



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.

The screenshot shows a web browser window with the URL https://jisgroup.net/JIS_Verification/Forms/frmAgencyLogin.aspx. The page features the JIS Group Educational Initiatives logo at the top. Below the logo, the title 'Agency Login' is displayed. The form contains three input fields: 'USER ID' with a placeholder 'User Id', 'PASSWORD' with a placeholder 'Password', and 'ENTER SUM' with a placeholder 'Enter Sum'. A red box highlights the 'ENTER SUM' field, with a red arrow pointing to it. Below the input fields, there is a blue 'Login' button. At the bottom of the form, there are two links: 'Forgot Password?' and 'Register Here?'. The background of the page is light gray with blue decorative elements on the left and right sides.



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.

JIS UNIVERSITY

Student Verification Form

Name of the Candidate * :	ABC / APAAR Id :	University Regn. No. * :	of	Roll No. :
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Programme * :	Branch * :	Degree Obtained : <input type="checkbox"/> Yes		Admission Year * :
<input type="text"/>	<input type="text"/>			<input type="text"/>
Passing Year :	Grade/Percentage :	Additional Remarks :		
<input type="text"/>	<input type="text"/>	<input type="text"/>		

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. * :
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

1. Enter Name of the Candidate, University Registration No., Programme, Branch, Degree Obtained and Year of Admission
Button (See bottom of Page)

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. :
<input type="text" value="REDACTED"/>	<input type="text"/>	<input type="text" value="REDACTED"/>	<input type="text" value="REDACTED"/>
Programme :	Branch :	Degree Obtained :	Year of Admission :
<input type="text" value="M.Sc."/>	<input type="text" value="BIOTECHNOLOGY"/>	<input type="text" value="Yes"/>	<input type="text" value="2022"/>
Year of Passing :	Grade/Percentage :	Additional Remarks :	
<input type="text" value="2024"/>	<input type="text"/>	<input type="text"/>	

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.:
<input type="text" value="REDACTED"/>	<input type="text" value="Verifier"/>	<input type="text"/>	<input type="text" value="REDACTED"/>

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

Payment & Submit	Close
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Step 6: Payment Processing

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

Pay with **ESPAY APP** 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 Req'dEnglish

Credit Card

Debit Cards

Net Banking

Wallet

UPI

We Accept :

Card Number

Expiry Date
Month Year

CVV

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



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.

Student Verification Form

Name of the Candidate : dropdown	Is Correct : No	Remarks :
ABC / ANAB ID : dropdown	Is Correct : No	Remarks :
University Regd. No. : dropdown of 2020-2023	Is Correct : No	Remarks :
Roll No. : dropdown	Is Correct : No	Remarks :
Programme : B.Tech.	Is Correct : No	Remarks :
Branch : COMPUTER SCIENCE AND ENG	Is Correct : No	Remarks :
Degree Obtained : Yes	Is Correct : No	Remarks :
Year of Admission : 2020	Is Correct : No	Remarks :
Year of Passing : 0	Is Correct : No Data Found.	Remarks :
Grade/Percentage : dropdown	Is Correct : No Data Found.	Remarks :
Grade Card Uploaded By Agency Download	Is Correct : No Data Found.	Remarks :
Provisional Program Certificate Uploaded By Agency Download	Is Correct : No Data Found.	Remarks :
Final Program Certificate Uploaded By Agency Download	Is Correct : No Data Found.	Remarks :
Transcript Uploaded By Agency Download	Is Correct : No Data Found.	Remarks :
Mark Certificate Uploaded By Agency Download	Is Correct : No Data Found.	Remarks :
As Filed by the Agency :		
Respondent Name : dropdown	Respondent Designation : dropdown	Respondent's Mobile No. : dropdown
Respondent's Email id : mail@jiscd.com		
Payment Status : Paid Download Receipt		
Grade Card Uploaded By CCE Download	Provisional Program Certificate Uploaded By CCE Download	Final Program Certificate Uploaded By CCE Download
Transcript Uploaded By CCE Download		
Mark Certificate Uploaded By CCE Download		
As Filed by the University :		
Respondent Name : dropdown	Respondent Designation : dropdown	Respondent's Mobile No. : dropdown
Respondent's Email id : dropdown		
Additional Remarks : dropdown		
Click On Download Button To see download it.		
Download Close		