

दूरभाष /Tel. No.
(022) - 2559 7625

ई-मेल /Email:
registrar@hbni.ac.in

वेबसाइट/Website:
www.hbni.ac.in



होमी भाभा राष्ट्रीय संस्थान

(यूजीसी अधिनियम 1956 की धारा 3 के तहत समविश्विद्यालय)

प्रशिक्षण विद्यालय परिसर, अणुशक्तिनगर, मुंबई-400 094

[परमाणु ऊर्जा विभाग, भारत सरकार के अधीनस्थ एक सहायता प्राप्त संस्थान]

Homi Bhabha National Institute

(Deemed to be University u/s 3 of the UGC Act 1956)

Training School Complex, Anushaktinagar, Mumbai – 400 094

[An aided Institution under Department of Atomic Energy, Govt of India]

Ref. No.: HBNI/RO/847/2026/954

Date: July 01, 2026

GUIDELINES FOR VERIFICATION AND CERTIFICATION OF ACADEMIC CREDENTIALS

In supersession of all instructions, guidelines and office orders issued earlier on the subject, the following Guidelines for Verification and Certification of Academic Credentials are hereby issued with the approval of the Vice-Chancellor and shall come into force with immediate effect.

1. Submission of Application

- 1.1 Applications for verification and certification of academic credentials issued by Homi Bhabha National Institute (HBNI) shall be submitted in the prescribed **Application Form** (Annexure-I), duly completed in all respects.
- 1.2 Applications may be submitted by the applicant, employer, educational institution, Government authority, Embassy/High Commission or any other authorised verification agency.
- 1.3 The application, together with the prescribed documents and verification fee, shall be submitted by post or through e-mail to:

The Registrar
Homi Bhabha National Institute
Training School Complex, 2nd Floor
Anushaktinagar
Mumbai – 400094
E-mail: registraroff@hbni.ac.in
Copy to: apohbni@hbni.ac.in

2. Verification Fee

The verification fee, fee exemption and mode of payment shall be as specified in **Annexure-II**.

The verification fee may be revised from time to time with the approval of the Competent Authority.

3. Verification of Academic Credentials

- 3.1 Only clear and legible photocopies of the academic credentials requiring verification shall be enclosed with the application.
- 3.2 The copies submitted shall not contain any attestation, endorsement, alteration, overwriting or marking.

3.3 The particulars furnished in the application shall be verified with the official records maintained by HBNI.

3.4 Upon successful verification, HBNI shall issue a verification/certification confirming that the academic credential has been issued by HBNI and that the particulars contained therein are in conformity with the official records maintained by the Institute.

3.5 The verification/certification shall be communicated directly to the authority, institution, employer, Government authority, Embassy/High Commission or verification agency specified in the application through the mode indicated therein.

4. Instructions to Applicants

4.1 Details of the online payment, including the UTR Number, date of transaction and amount remitted, shall be indicated in the application.

4.2 The verification fee once paid shall not be refunded under any circumstances.

4.3 Applications that are incomplete or are not accompanied by the prescribed documents or verification fee shall not be processed.

4.4 The normal processing time shall be as specified in Annexure-II and shall be reckoned from the date of receipt of a complete application together with the prescribed verification fee and all requisite documents.

4.5 HBNI reserves the right to decline verification where:

- (a) the relevant records are unavailable;
- (b) the information furnished is incomplete or inconsistent;
- (c) the authenticity of the request cannot be established; or
- (d) the request cannot otherwise be verified on the basis of the official records maintained by HBNI.

4.6 Verification and certification shall be based solely on the official records maintained by HBNI and shall not be construed as certification of the identity of the holder or of any matter other than the authenticity of the academic credential issued by HBNI.

4.7 Any clarification regarding these Guidelines may be obtained from the Office of the Registrar during working hours.

Enclosures

Annexure-I – Application Form for Verification and Certification of Academic Credentials.

Annexure-II – Verification Fee Structure, Fee Exemption and Mode of Payment.




(Hari Narayan Sahu)
Registrar

ANNEXURE – I**HOMI BHABHA NATIONAL INSTITUTE, MUMBAI****APPLICATION FORM FOR VERIFICATION AND CERTIFICATION OF ACADEMIC CREDENTIALS****1. Particulars of the Applicant**

Particulars	Details
Name of the Applicant / Organisation / Agency	
Contact Person (if applicable)	
Postal Address (with PIN Code)	
Mobile Number	
E-mail Address	

2. Particulars of the Candidate

Particulars	Details
Name of the Candidate	
Enrolment Number	
Programme	
Month and Year of Award of Degree	

3. Academic Credential(s) for Verification

Sl. No.	Name of Credential	Number of Copies
1		
2		
3		

4. Purpose of Verification

P.T.O.

5. Mode of Communication

☐ By Post

☐ By E-mail

If by E-mail, provide the official e-mail address:

If by Post, provide the complete postal address:

6. Details of Verification Fee

UTR No.	Date	Amount
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Declaration

I/We hereby declare that the information furnished in this application is true and correct to the best of my/our knowledge and belief. I/We also declare that I/We have read and understood the HBNI Guidelines for Verification and Certification of Academic Credentials and agree to abide by the provisions contained therein.

Place:

Date:

Signature of Applicant

Name:

Designation (where applicable):

Official Seal (where applicable)



HOMI BHABHA NATIONAL INSTITUTE, MUMBAI

VERIFICATION FEE STRUCTURE, FEE EXEMPTION AND MODE OF PAYMENT

1. Verification Fee

Sl. No.	Age of Academic Credential	Applications received from within India	Applications received from outside India	Normal Processing Time*
1	Up to one year	₹1,000	USD 25	10 Working Days
2	More than one year and up to five years	₹2,000	USD 50	15 Working Days
3	More than five years and up to ten years	₹3,000	USD 100	15 Working Days
4	More than ten years	₹5,000	USD 150	15 Working Days

*The processing period shall be reckoned from the date of receipt of a complete application together with the prescribed verification fee and all requisite documents.

2. Exemption from Verification Fee

No verification fee shall be payable for requests received from any Ministry, Department, Office, Organisation or Statutory Authority under the Government of India or any State Government.

3. Mode of Payment

The verification fee shall be remitted only through electronic transfer to the following bank account:

Particulars	Details
Account Name	Homi Bhabha National Institute
Account Type	Current Account

P.T.O.

Bank	State Bank of India
Branch	BARC Branch
Branch Code	001268
IFSC	SBIN0001268
MICR Code	400002006
SWIFT Code	SBININBB508

For applications received from outside India, the prescribed fee in USD shall be remitted in equivalent Indian Rupees at the prevailing exchange rate applicable on the date of remittance.
