

User Manual Document (Student Verification)

USER MANUAL

For

Module: Student Verification

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Introduction – Student Verification

The **Student Verification Module** in the CRSU University system is designed to facilitate **third-party verification of student documents** submitted during admission or other academic processes. This module allows authorized verification agencies or officials to securely access student records and review the documents uploaded by students. The verifier can examine the authenticity and validity of the submitted documents and update the verification status within the system.

Through this module, verifiers can **approve, reject, or mark documents for further review** based on their evaluation. It also provides the facility to **add remarks or comments** in case of discrepancies or missing information. The system maintains a **complete log of verification activities**, ensuring transparency and proper tracking of all verification actions performed by authorized users.

Additionally, the module helps streamline the verification process by providing a **centralized platform for document validation**. It reduces manual work and improves efficiency by enabling faster verification and status updates. The verified information becomes part of the official student record, which can be used for further academic and administrative processes within the university system.

By implementing this module, the university ensures that **all student documents are thoroughly verified and authenticated**, helping maintain data integrity and reliability. This process also strengthens the credibility of the university's admission and student management system while ensuring compliance with institutional guidelines and policies.

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Student Verification Home Page

URL: https://crsuiums.com/StudentVerification/SV_Home.aspx



1. Overview:

The Student Verification Home Page serves as the central interface for users to access verification-related services. It enables users to initiate new requests, track existing applications, and access account and fee-related information.

2. Available Options

2.1 New Request

- Used to initiate a new student verification request.
- Redirects the user to the application form.
- Requires entry of student and verification details.

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2.2 Check Status:

- Allows users to track the progress of submitted requests.
- Users must enter the request number.

2.3 Login:

- Provides access to registered users.
- Enables users to view and manage their submitted requests.

2.4 Download Fee Structure

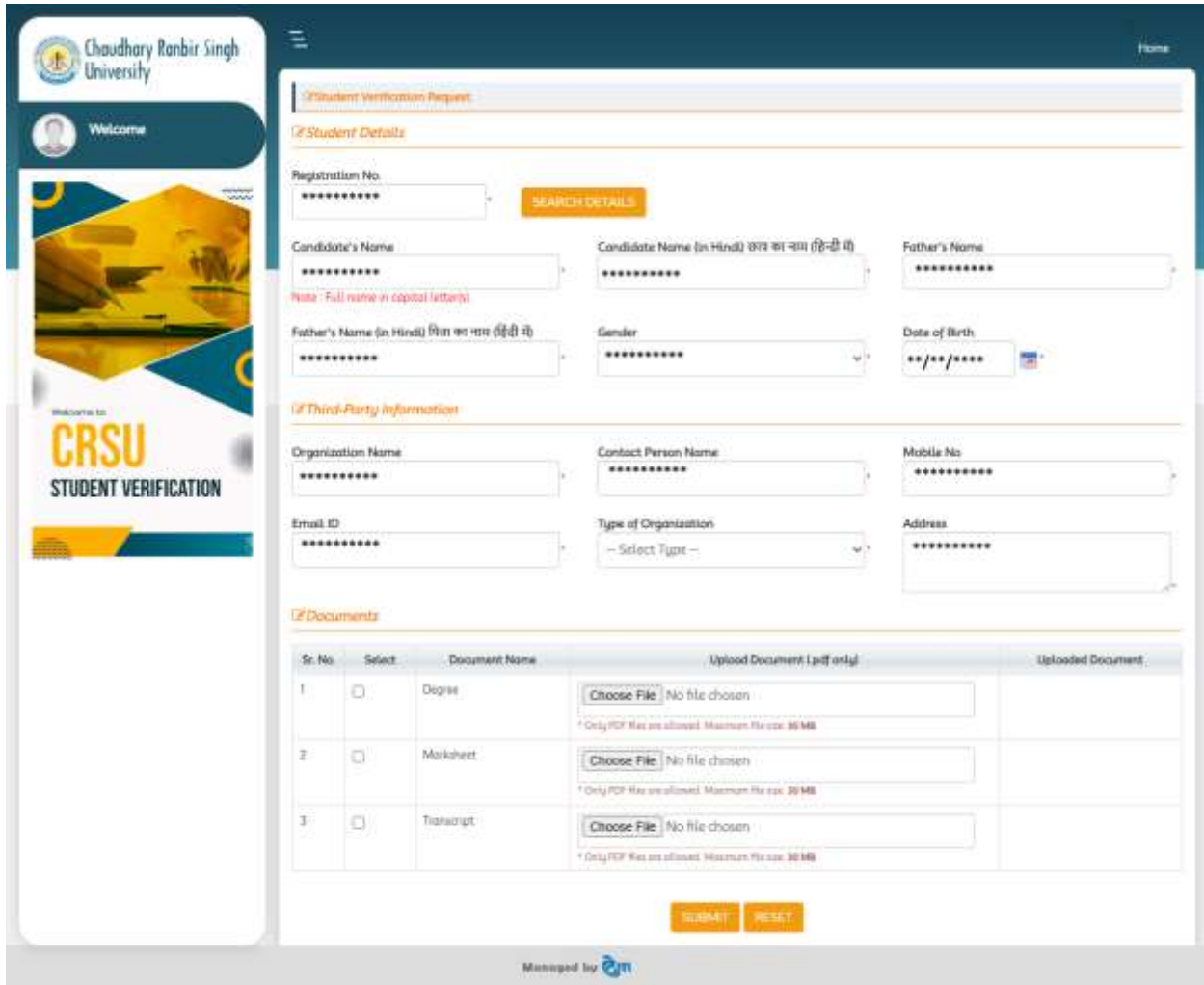
- Allows users to download/view the applicable fee details.
- Helps users understand charges before submitting a request.

3. Navigation Controls

- **Home Button (Top Right):** Redirects to the main dashboard or homepage.

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Student Verification Request Form Page:



Student Verification Request

Student Details

Registration No.

Candidate's Name Candidate Name (in Hindi) छात्र का नाम (हिन्दी में) Father's Name

Note: Full name in capital letter(s)

Father's Name (in Hindi) पिता का नाम (हिन्दी में) Gender Date of Birth

Third-Party Information

Organization Name Contact Person Name Mobile No.

Email ID Type of Organization Address

Documents

Sr. No.	Select	Document Name	Upload Document (pdf only)	Uploaded Document
1	<input type="checkbox"/>	Degree	<input type="button" value="Choose File"/> No file chosen <small>* Only PDF file are allowed. Maximum file size: 30 MB</small>	
2	<input type="checkbox"/>	Marksheet	<input type="button" value="Choose File"/> No file chosen <small>* Only PDF file are allowed. Maximum file size: 30 MB</small>	
3	<input type="checkbox"/>	Transcript	<input type="button" value="Choose File"/> No file chosen <small>* Only PDF file are allowed. Maximum file size: 30 MB</small>	

Managed by CRU

1. Overview

Users can enter the **registration number** and click **“Search Details”** to fetch student information automatically; if the details are not found, they must fill in the required fields manually. Users are also required to provide third-party information, upload necessary documents, and submit the application.

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2. Student Details Section

I. Student Details Section

- Enter the student's registration number.
- Click "Search Details" to auto-fetch student information (if available).

II. Candidate's Name

- Enter full name in **capital letters**.

III. Candidate Name (in Hindi)

- Enter the name in Hindi.

IV. Father's Name

- Enter father's name in English.

V. Father's Name (in Hindi)

- Enter father's name in Hindi.

VI. Gender:

- Select from dropdown (Male/Female/Other).

VII. Date of Birth

- Select using the date picker.

3. Third-Party Information Section

I. Organization Name:

- Enter the name of the requesting organization.

II. Contact Person Name

- Enter the authorized contact person's name.

III. Mobile No.

- Enter a valid mobile number.

IV. Email ID

- Enter a valid email address for communication.

V. Type of Organization

- Select from dropdown (e.g., Govt., Private, etc.).

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VI. Address

- Enter the complete organization address.

4. Documents Section:

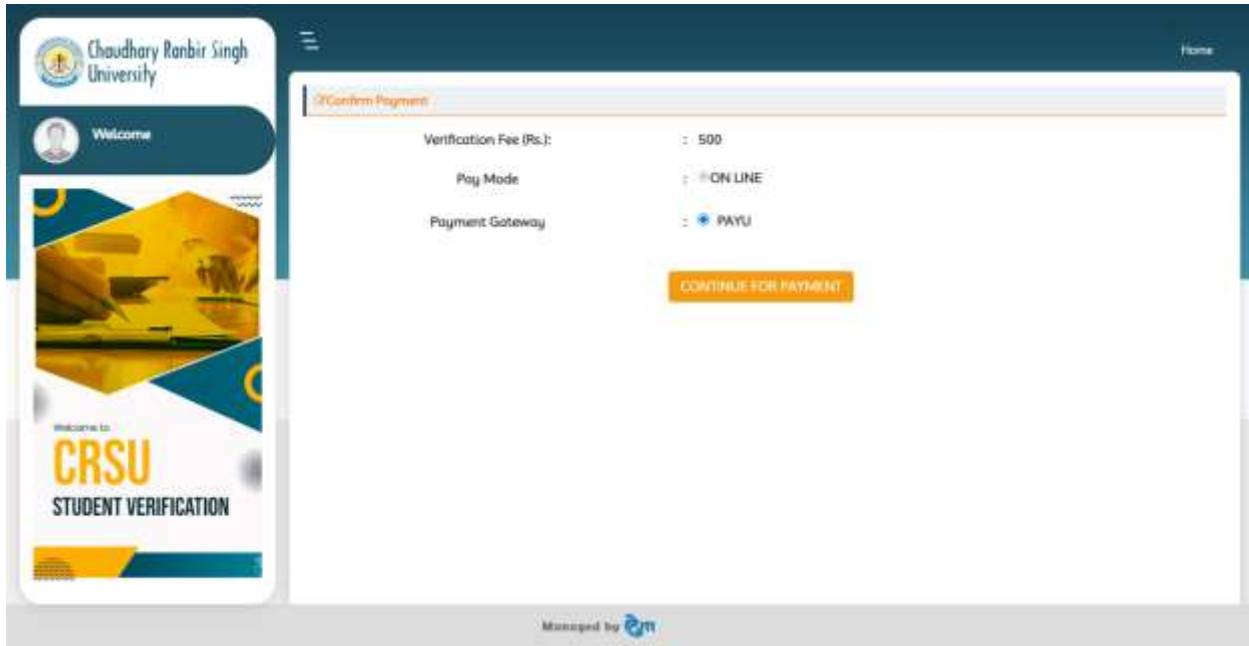
- Users must select and upload required documents:
 - **Degree**
 - **Marksheet**
 - **Transcript**
- **Upload Guidelines:**
 - Only PDF files are allowed.
 - Maximum file size: 30 MB per document.
 - Use “Choose File” button to upload

5. Action Buttons

- **Submit**
 - Click to submit the verification request after filling all mandatory fields.
- **Reset**
 - Click to clear all entered data.

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Confirm Payment Page

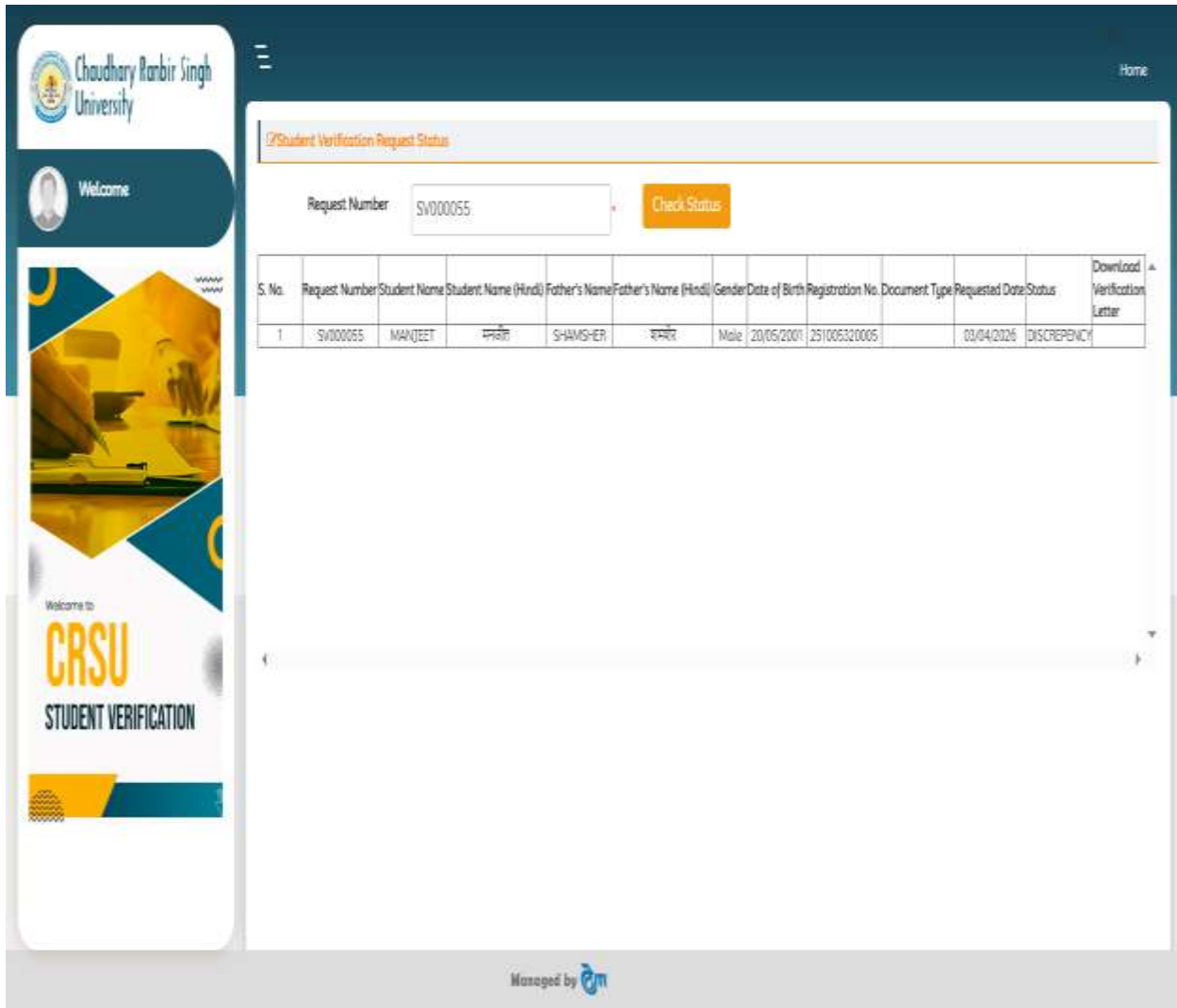


- This page allows the user to verify the verification fee details before making the payment for the student document verification request.
- The system displays the Verification Fee amount (₹500) along with the selected Pay Mode as Online.
- The user can view the available Payment Gateway (PayU) for processing the payment.
- After confirming the details, the user must click on the “Continue for Payment” button to proceed to the secure payment gateway and complete the transaction.
- Once the payment is successful, the verification request will be submitted to the university for further processing and Request Number will be received via **Text SMS** On the number of authorized member of concerned organization.

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2.2 Check Status:

In case of Discrepancies:



The screenshot shows the 'Student Verification Request Status' page. On the left is a sidebar with the university logo, a 'Welcome' message with a profile picture, and a banner for 'CRSU STUDENT VERIFICATION'. The main content area has a search bar for 'Request Number' with the value 'SV000055' and a 'Check Status' button. Below this is a table with the following data:

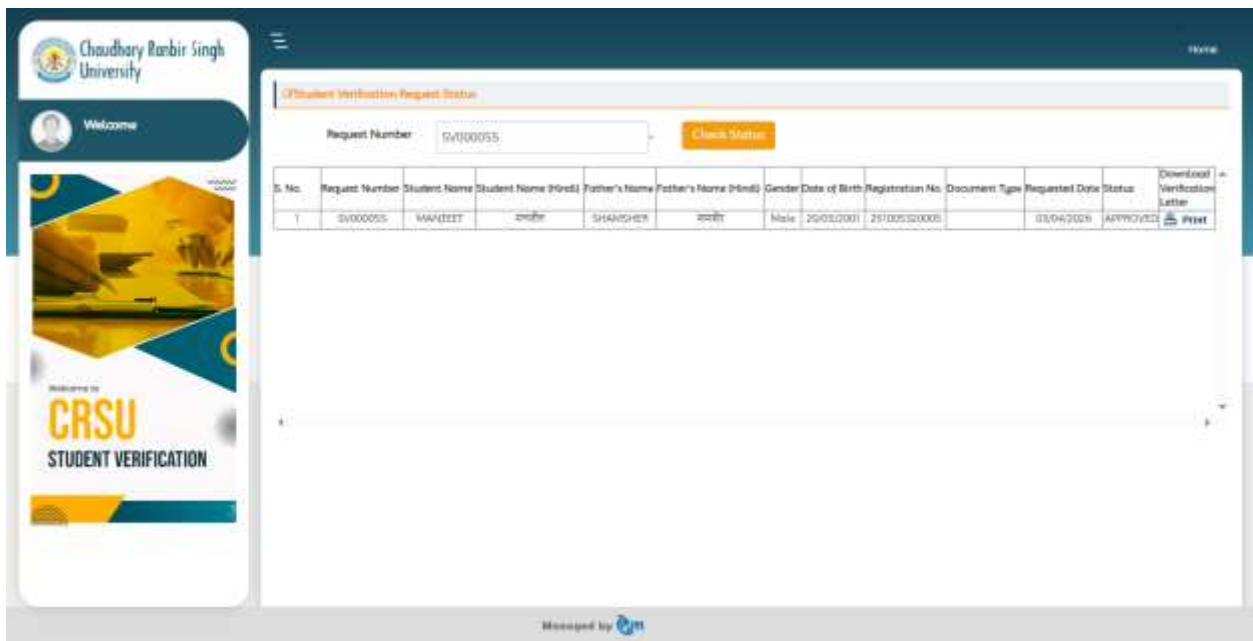
S. No.	Request Number	Student Name	Student Name (Hindi)	Father's Name	Father's Name (Hindi)	Gender	Date of Birth	Registration No.	Document Type	Requested Date	Status	Download Verification Letter
1	SV000055	MANJEET	मनजीत	SHAMSER	शमशेर	Male	20/05/2001	251005320005		03/04/2026	DISCREPANCY	

At the bottom of the page, it says 'Managed by' followed by the university logo.

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- The Student **Verification Request check Status page** allows users to check the current status of a submitted student verification request using the Request Number.
- If the status shows “**Discrepancy**”, it indicates that there is a mismatch or issue found in the submitted student details or documents during the verification process.
- Users should carefully review the verification details displayed in the system, including student name, father’s name, registration number, and document type.
- In case of discrepancies, the concerned authority or requester may need to **re-submit correct information or supporting documents** as required by the university.
- After correcting the required details, the user may initiate a new verification request by the navigation to login tile and enter the Request number for further processing.

In case of Approved:



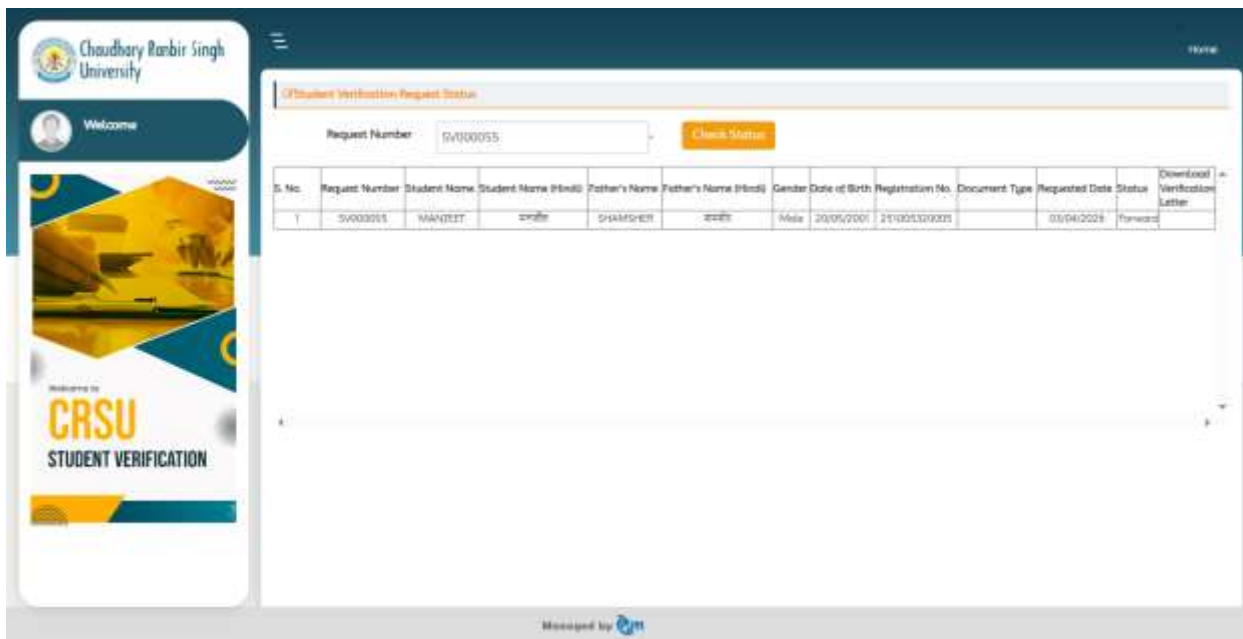
S. No.	Request Number	Student Name	Student Name (Hindi)	Father's Name	Father's Name (Hindi)	Gender	Date of Birth	Registration No.	Document Type	Requested Date	Status	Download Verification Letter
1	SV000055	MANJEET	मनजीत	SHANGHER	शर्मा	Male	25/01/2001	25100520005		03/04/2020	APPROVED	PRINT

- The Student Verification Request Status page allows users to check the verification result by entering the Request Number and clicking on Check Status.
- Once the request is processed, the system displays the student verification details such as student name, father’s name, date of birth, registration number, and request date.
- If the verification is successful, the Status column will display “Approved.”
- Users can download or print the Verification Letter by clicking on the Print option available in the Download Verification Letter column.

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- The verification letter serves as an official confirmation that the student details have been verified and approved by the university.
- The approved verification record can be used for official, academic, or employment-related verification purposes.

In case of Forwarded

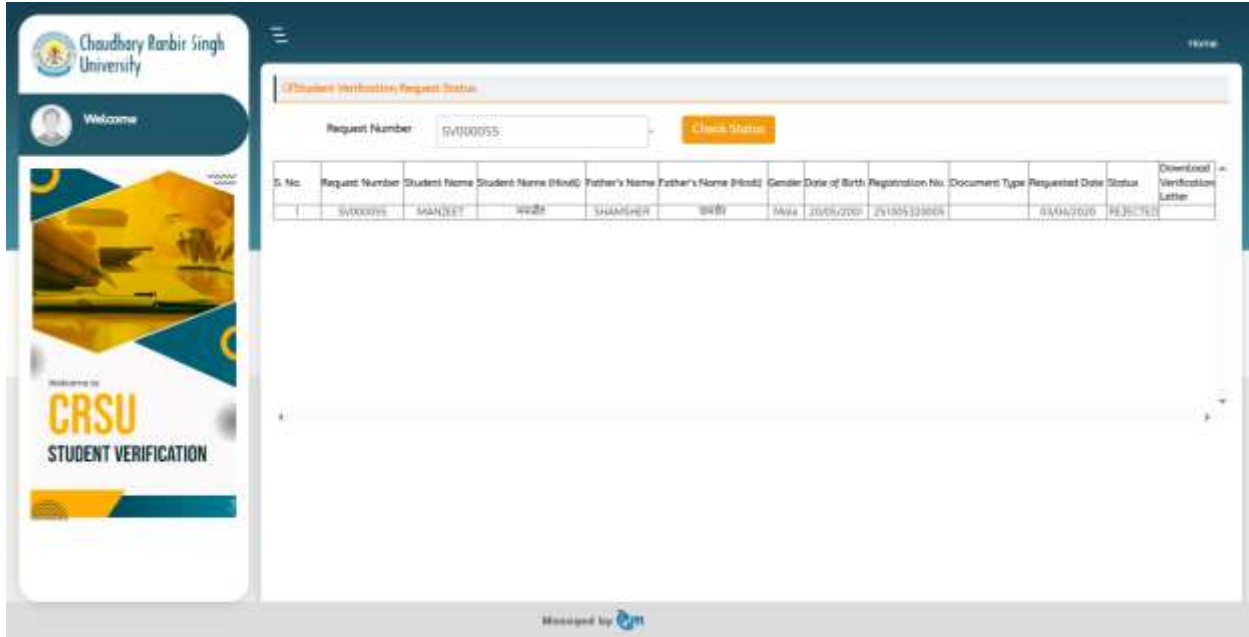


S. No.	Request Number	Student Name	Student Name (Hindi)	Father's Name	Father's Name (Hindi)	Gender	Date of Birth	Registration No.	Document Type	Requested Date	Status	Download Verification Letter
1	SV00305	MANDEY	मण्डेय	SHAMSER	शमशेर	Male	20/05/2001	21/005100005		03/04/2021	Forward	

- The Student Verification Request Status page allows users to track the progress of a submitted verification request by entering the Request Number and clicking on Check Status.
- After searching, the system displays the student details such as student name, father's name, date of birth, registration number, and requested date.
- If the Status shows “Forward”, it indicates that the verification request has been forwarded to the concerned department or authority for further verification.
- At this stage, the request is under process, and the final verification decision has not yet been completed.
- Users are advised to check the status periodically until the request is either approved or any discrepancy is reported.
- Once the verification process is completed, the system will update the final status and allow downloading of the verification letter if approved.

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In case of Rejected :



S. No.	Request Number	Student Name	Student Name (Hindi)	Father's Name	Father's Name (Hindi)	Gender	Date of Birth	Registration No.	Document Type	Requested Date	Status	Download Verification Letter
1	SV000055	MANJEY	मंजै	SHAMBER	शंभर	Male	20/06/2001	25105533004		03/04/2020	REJECTED	

- The Student Verification Request Status page allows users to check the status of a submitted verification request by entering the Request Number and clicking on Check Status.
- After searching, the system displays the student verification details such as student name, father's name, date of birth, registration number, and requested date.
- If the Status shows “Rejected”, it indicates that the verification request has not been approved by the concerned authority.
- The rejection may occur due to incorrect information, invalid documents, or mismatch in the provided student details.
- Users are advised to review the submitted information and supporting documents to identify possible errors.
- After correcting the required details, the user may submit a new verification request for further processing.