CIRCULARS

**APPLY FOR VERIFICATION**

NOTE: VERIFICATION BY E-MAIL ALSO ENTERTAINED FREE OF COST DUE TO NEW TECHNOLOGY OF SCIENCE AND THE MISSION OF SAVE PAPER , SAVE TREE.

Mail id for verification: mail id given in contact us ( please see contact us)

Any One Can Apply for Verification of original / photo copy of documents like detail marks certificate/ certificate etc. Issued by Mahamaya Technical University, Noida.

Individual / companies / organisations / agencies/ Govt. Departments / Embassies who would like to verify the authenticity of the academic documents may have to following this procedure:

1. Write an application for verification on simple paper and also mention roll no , class , session in application ( also attach self attested photo copy of your documents with application.
2. Send a Demand draft of Rs. 2,000/- ( Non-refundable ) for each documents drawn in favour of “Mahamaya Technical University, Noida” payable at Noida.
3. Add Rs 100/-postal charges extra in India and Rs. 1000/- for out of India.
4. Verification charges for Central/State Govt. Departments and Embassies are same.
5. Normal period required for verification 30 days.
6. Please, mention your postal address and phone no. On the application.
7. Submit all documents in your study centre or examination centre. And also mail your all documents on mail id given in website contact us.

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**APPLY FOR ANY TYPE OF LETTER**

Any one can apply for any type of letter like Status of Mahamaya Technical University, Noida /Approvel etc. from the Mahamaya Technical University, Noida.  
Individual / companies / organisations / agencies / Govt. departments / Embassies who would like to apply for the letter may have to following this procedure:

1. 1. Write an application for apply (any type of letter) on simple paper, and also mention roll no, class , session in application  (also attach self attested photo copies of your documents with application.  
   2. Send a Demand Draft of Rs. 2000/- ( non-refundable ) for each letter drawn in favour of :  
   " Mahamaya Technical University, Noida " payable at Noida .  
   3. Add Rs. 100/- postal charges Extra in India and Rs. 1000/- for out side of India.  
   4. charges for Central / State Govt. departments and Embassies are same.  
   5. Normal period required for query / letter is 30 days.  
   6. Submit all documents in your study centre or examination centre. And also mail your all documents on mail id given in website contact us.

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**APPLY FOR MIGRATION CERTIFICATE**

Candidate can apply for migration certificate.  
apply for the migration certificaate may have to following this procedure:

1. 1. Write an application for apply migration certificate on simple paper, and also mention your mailing adress, roll no, class , session in application  (also attach self attested photo copies of your documents with application.  
   2. Send a Demand Draft of Rs. 200/- ( non-refundable ) for migration drawn in favour of :  
   " Mahamaya Technical University, Noida " payable at Noida .  
   3. Add Rs. 100/- postal charges Extra in India and Rs. 1000/- for out side of India.  
   4. Normal period required for query / letter is 30 days.  
    5. Submit all documents in your study centre or examination centre. And also mail your all documents on mail id given in website contact us.

**APPLY FOR AFFILIATION/STUDY CENTRE**

1. WRITE AN APPLICATION FOR STUDY CENTRE ON SIMPLE PAPER.

2. MAKE DD IN FAVOUR OF  Mahamaya Technical University, Noida  , PAYABLE AT New Delhi, FEES IS FOR AFFILIATION/STUDY CENTRE IS 20,000 RS. ONLY.

3.  MAIL YOUR ALL DOCUMENTS (GIVEN MAIL ID IN CONTACT US)

4. AFTER COMPLETING THE  PROCEDURE OF AFFILIATION/STUDY CENTRE , STUDY CENTRE WILL BE ALLOTED.

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**APPLY FOR APPEAR AS A PRIVATE CANDIDATE**

1. DOWNLOAD EXAMINATION FORM FROM WEBSITE ([WWW.MAHAMAYATECHNICALUNIVERSITY.COM](http://WWW.MAHAMAYATECHNICALUNIVERSITY.COM) ).

2. FULLY FILL THIS FORM. ATTACHED SUPPORTING DOCUMENTS LIKE PREVIOUS CLASS CERTIFICATE, RESIDENCE PROOF, SNAPS ETC.

3. ATTEST YOUR FORM AND SUPPORTING DOCUMENTS FROM ANY GAZETTED OFFICER.

4. MAKE DD IN FAVOUR OF  Mahamaya Technical University, Noida , PAYABLE AT Noida, FEES IS FOR 10TH CLASS IS 3,000 RS AND FOR 12TH CLASS (ANY STREAM) IS 4,000 RS. ONLY. NOTE: THIS FEES IS PAID TO BOARD, BUT SCHOOL/INSTITUTION/CENTRE/STUDY CENTRE  SERVICE  CHARGES ARE EXTRA.

5. And also mail your all documents on mail id given in website contact us.