

**FAQ 4.5(vii):**

**02. PROCESS OF EDUCATION/ DEGREE VERIFICATION**

Dear Sir / Madam,

Please follow the steps given below for the Education Verification:-

1. Please pay **Rs.2, 000/-** for education verification through SBI Collect Portal Only mentioned in the website of SPA, New Delhi i.e. **spa.ac.in** and kindly share the receipt of the same. (No other mode of payment shall be accepted).
2. Kindly attach the **Original Degree Certificate along with the mark sheet of all Semester** of the student issued by SPA, New Delhi.
3. Letter of Authorisation from the concerned candidate whose verification is asked for in the letter head of the organisation along with the ID proof of the candidate (preferably Aadhar Card) and email form the candidate stating that he/she has no objection for providing the details for his Education Verification.

**Procedure of payment through SBI Collect:**

A) Please visit the School's Website: **spa.ac.in** / you may type the name: School of Planning and Architecture, New Delhi.

B) This is an online fee payment portal so you may do that by just following the simple procedure of online payment:

01. Go to the **Home Page**.
02. Select **Educational Institution** as CATEGORY.
03. Select the State (category) - **NATIONAL CAPITAL TERRITORY OF DELHI**
04. Select the name of Educational Institution - **SCHOOL OF PLANNING AND ARCHITECTURE**.
05. Enter payment details - (payment category) – **ADMISSION EXAMINATION PAYMENT**.
06. Type of payment – **DEGREE VERIFICATION FEE**
07. Please do mention the **Name of the Department**.
08. Please fill your **Roll Number and other details and proceed accordingly**.
09. Kindly share the receipt i.e. PDF of the same. (Please do **not** share the email of the payment confirmation **just share the PDF**)

**Complete the above mentioned steps so that your request may be expedited.**

**Kindly acknowledge the receipt of this email.**