

FOOTWEAR DESIGN & DEVELOPMENT INSTITUTE

**MINISTRY OF COMMERCE & INDUSTRY, GOVT. OF INDIA
AN INSTITUTION OF NATIONAL IMPORTANCE**

GUIDELINES FOR EDUCATIONAL DOCUMENTS VERIFICATION OF FDDI GRADUATES

For verification of educational documents the Organizations/Verification Agencies are required to send request (hard copy) or email to **Asst. Manager (SA&E)**, gopal.pathak@fddiindia.com along with the following mandatory documents & requisite fee:-

1. Student's Academic documents i.e. Statement of marks/ Grade card / Diploma / Degree/Certificate etc.
2. Payment receipt of Rs. 1000/- on account of educational documents verification fee on per student basis for each verification.
3. Fee to be submitted online in the below mentioned account: -

BANK DETAILS FOR FEE SUBMISSION: -

Beneficiary Name: **Footwear Design & Development Institute**
FDDI Account No.: **001494600001028**
IFSC Code: **YESB0000014**
Bank Name & Branch: **Yes Bank Ltd., Basement, Ground Floor and First Floor
Plot No. 38, Block H 1 A Sec.-63, Noida-201301**

Verification of the documents will be done within five working days after submission of the necessary documents and requisite fees.

INTERNATIONAL VERIFICATION (WES & SIMILAR AGENCIES)

Pre requisites: -

1. WES Academic Request Form duly filled and signed
2. Student's Academic documents (Scanned copy of Statement of marks/ Grade card / Diploma / Degree etc.)
3. Transcript Charges of Fee Rs. 2000 & International Courier Charges (Optional) of Rs. 4500/-
4. Fee to be submitted online in the below mentioned account: -

BANK DETAILS FOR FEE SUBMISSION: -

Beneficiary Name: **Footwear Design & Development Institute**
FDDI Account No.: **001494600001028**
IFSC Code: **YESB0000014**
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Plot No. 38, Block H 1 A Sec.-63, Noida-201301**

Verification of the documents will be done within five working days after submission of the necessary documents and requisite fees.

Note: All required documents should be submitted in readable PDF format.

Contact Details of Student Affairs & Examination Department:

All the correspondence in this regard should be addressed to:

**HoD (SAED-HO)
Student Affairs Examination Department
Footwear Design & Development Institute
Ministry of Commerce & Industry, Govt. of India
(An Institution of National Importance)
A-10/A, Sector-24, Noida-201301, U.P.**