

# Academic verifications

Employers, agencies or persons seeking for verification of student's or former student's qualifications should submit a **written request for academic verification by fax, email or post** to Directorate of Academic Affairs. The student's full name and date of birth should be included.

Information cannot be provided over the phone.

If an academic transcript of marks or additional information is required, e.g. enrolment dates or the major(s) achieved, a **signed written authority** from the student or former student is required. If sending an email request, this authority should be scanned and included.

## Verification of documents

Employers, agencies or persons seeking for verification of documents, e.g. academic transcripts or degree certificates, should submit a **written request for verification of documents by fax, email or post** to Directorate of Academic Affairs, accompanied by a copy of the document that needs verifying. Study Directorate will then verify the authenticity of the document(s).

## Costs

Confirmation of the request for academic verification or verification of documents (in English) costs 60 LTL (26 US Dollars or 18 EUR);

The student's or former student's academic transcript of marks (in English) costs 60 Lt (26 US Dollars or 18 EUR);

Postal mailing costs 30 LTL (13 US Dollars or 9 EUR). If transmission of documents by postal mail is not required you shouldn't pay for postal mailing. Transmission of documents by fax or email is for free.

## Payment options

Pay to:

Account holder: Vilnius University;

Address: Universiteto str. 3, LT-01513 Vilnius, Lithuania;

Bank: SEB bankas;

Address: Gedimino ave. 60, Vilnius, Lithuania;

Bank account: LT24 7044 0600 0110 1392;

SWIFT/BIC: CBVI LT 2X;

Please indicate in payment details: your name, title and purpose – for academic verifications. The applicants have to cover all the bank charges.

Only one way of payment making is the Bank transfer. After making a Bank transfer please send a copy of the payment by email or fax to Directorate of Academic Affairs.

## Processing time

All requests will be processed within **10 working days**.

## Contact details

Directorate of Academic Affairs

office No.227,

3 Universiteto str.,

LT-01513 Vilnius,

Vilnius University

Fax: +370 5 2687009

Email: [verification@cr.vu.lt](mailto:verification@cr.vu.lt)