

Request Form for Obtaining Documents from Academic Section

(To be printed by Agency/Institution/Organization on its letter head)

1. Full Name of the Agency/Institution/Organization (in CAPITAL): _____

2. Address: _____

_____ Pin Code: _____

3. Contact No. : _____

4. E-mail ID : _____

5. Website URL: _____

6. Name of authorized person: _____ 7. Designation: _____

8. E-mail address: _____ 9. Mobile No. : _____

10. Please provide the document/verify the document of Mr. /Ms.: _____

Roll No. : _____ Programme : _____ Branch / School : _____

12. Document(s) Required:

Document(s) required	No. of copies
a) Certified copy of the Degree Certificate (enclose photocopy of degree)	
b) Verification of Degree Certificate, Transcript, Grade Card, JEE Rank, Bonafide Certificate, Membership of any Institute body, etc.	
c) Any other document(s):	

13. Purpose of verification/obtaining the document:

14. Mode of receiving documents:

- a) I want to collect the document in person / through authorized person (enclose authorization letter)
b) Please send the document via registered post on address mentioned above.
c) Please send document via E-mail (please mention E-mail ID : _____)

15. I certify that the prescribed amount has been paid :

i. For the documents: Rs. _____

ii. For Postal charges: Rs. _____

Total (in words):Rs. _____

16. Mode of payment:

- a) Online Transaction/UTR No.* _____ date _____ Bank & branch _____

(Enclose print out of the receipt / transaction. Application will be processed only after confirmation from accounts section.)*

17. I certify that the signed authorization of the alumnus/student has been obtained and the same is enclosed with this application.

Date:

(Official Seal)

Signature of Authorized Person

(Please see overleaf / visit <https://academics.iitmandi.ac.in/>)

Charges for Obtaining Authenticated Document(s) from IIT Mandi					
Sl. No.	Document	Charges (in Rupees per copy)	Postage		Minimum No. of days required to prepare the document
			To be sent	Charges	
1	Certified Copy of the Degree Certificate	1000	to within India	500	05 days*
			Abroad	2000	
			via Email	200	
2	In case of Alumnus: Verification of Degree Certificate, Transcript/Grade Report, Grade Card, JEE rank, Membership of any Institute body, etc. (for each individual certificate)	1000	to within India	500	05 days*
			Abroad	2000	
			via Email	200	
3	In case of existing Student: Verification of JEE rank, Grade Card, Membership of any Institute body, etc. (for each individual certificate)	1000	to within India	500	05 days *
			Abroad	2000	
			via Email	200	
* subject to the availability/confirmation from concerned departments/sections. Also, this excludes postal time.					
Note: Charges for any other documents not listed above will be recommended appropriately and will be levied after obtaining Director's permission. The mentioned charges are valid till the next review.					

An Agency/Institution/Organisation willing to have a certified copy of the Degree Certificate / Verification of documents, can do so by sending the prescribed application on its letter head, mentioning the purpose of the verification/requirement of document along with the following enclosures:

- i) Photocopy of the certificate(s) to be verified
- ii) Signed authorization from the candidate (Student/Alumnus)

PAYMENT OF CHARGES

The amount, in total, may be paid through Net Banking by transferring/depositing the total amount in our bank account as detailed below:

A/c Name : IIT Mandi
Account No. : 31310230679
IFSC Code : SBIN0013711
Bank : State Bank of India
Branch : IIT Mandi Branch

The applicant should mention the UTR/Bank Transaction ID in the application form.

The application form, complete in all respect (along with the required enclosures) may be submitted/sent To:

The Assistant/Deputy Registrar (Academics)
Indian Institute of Technology Mandi,
A-9 Building, 01st Floor, Academics Section
Kamand Campus, District: Mandi – 175075
(Himachal Pradesh) Phone:01905-267063
E-mail: acadoffice@iitmandi.ac.in, aracad@iitmandi.ac.in

PROCESSING:

Upon receiving the application with the proof of payment and other relevant papers, a request will be sent to Accounts section (of IIT Mandi) for confirmation on the credit of the requisite charges in the Institute's account. The application will be processed further on receipt of the confirmation.