Indian Institute of Technology Mandi
Mandi-175001, Himachal Pradesh, India

भारतीय प्रौद्योगिकी संस्थान मण्डी
मण्डी—175001, हिमाचल प्रदेश, भारत

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) ☐ Demand Draft No. _____ date_____Bank & branch _____.
     b) ☐ 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 www.iitmandi.ac.in for charges/process details)

Sl. No.	Document	Charges (in Rupees per copy)	Postage		Minimum No. of days required to prepare the document
	Charges for Obtaining Authenticated Document(s) from IIT Mandi				
			To be sent	Charges	
1	Certified Copy of the Degree Certificate	1000	to within India	100	02 days
			Abroad	1500	
2	In case of Alumnus: Verification of Degree Certificate, Transcript, Grade Card, JEE rank, Membership of any Institute body, etc. (for each individual certificate)	750	to within India	100	05 days*
			Abroad	1500	
			via Email	NA	
3	In case of existing Student: Verification of JEE rank, Grade Card, Membership of any Institute body, etc. (for each individual certificate)	100	to within India	100	05 days *
			Abroad	1500	
			via Email	NA	
	* 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

Payment, in total, may be made through Demand Draft drawn in favor of "THE REGISTRAR, IIT MANDI" payable at "MANDI"

OR

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 Registrar (Academics)
Indian Institute of Technology Mandi,
Deans' Secretariat, A-3 Building, Kamand Campus,
District: Mandi – 175005 (Himachal Pradesh)
Phone:01905-300063
E-mail: deanoffice@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.