Procedure for getting documents verified from Academic Section by external agencies/organizations

The Agency/Institution/Organization need to fill the application form (Appendix – I) which may be submitted/sent to below address along with a copy of student’s degree certificate.

Deputy Registrar (Academic)
Academic Section,
Nandan Nilekani Main Building,
IIT Bombay, Powai,
Mumbai – 400 76

Applicable charges

<table>
<thead>
<tr>
<th>Education verification by Agencies/Organization</th>
<th>Degree Attestation by agencies/Organization</th>
<th>Education Institute/ Govt. organizations within India</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verification through email (will be in the form of text)</td>
<td>Verification through letter</td>
<td>On authority</td>
</tr>
<tr>
<td>Rs.1000/-</td>
<td>Rs.8000/-</td>
<td>Rs.1000/-</td>
</tr>
</tbody>
</table>

- The charges should be paid by Demand Draft or Cash (no credit cards and other mode of payment is accepted). The demand draft should be in favour of “THE REGISTRAR IIT BOMBAY” payable at Mumbai.
- The verification process will be completed in 3-5 working days after receiving the proper documentation and payment receipt.

Contact Details:

Name: Mr. Pratish Ghume or Mr. Arun More
Email: verification@iitb.ac.in
Phone: +91 – 022-2576 7044
Requisition form for Degree/ Education verification by external agencies/ organizations
(To be filled by external agencies/ organizations)

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

2. Address with pin code
   : _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________

3. Mobile Number
   : _____________________________________________________________

4. E-Mail ID
   : _____________________________________________________________

5. Website URL
   : _____________________________________________________________

6. Name of the authorized person
   : _____________________________________________________________

7. Designation
   : _____________________________________________________________

8. Please verify the document of
   : _______________________________ (students name)
   Roll No. ______________________, Programme : _____________________
   Department : __________________________

9. Document(s) required (charges may apply accordingly )

<table>
<thead>
<tr>
<th>Document(s) required</th>
<th>Please tick (✓)</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Education Verification through email</td>
<td></td>
</tr>
<tr>
<td>b) Education Verification through letter</td>
<td></td>
</tr>
<tr>
<td>c) Degree Attestation</td>
<td></td>
</tr>
</tbody>
</table>

10. Purpose of degree verification
    : _____________________________________________________________

11. Demand Draft details:
    Demand Draft No. : _______________________ dated : ______________ Bank & Branch: ______________________

Date : ____________________________________________ (Office seal) __________________________

Signature of the authorized person