Procedure for getting documents verified from Academic Section
(by IITB students/ Alumnus)

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

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

Applicable charges

<table>
<thead>
<tr>
<th>Degree verification</th>
<th>Degree Attestation</th>
<th>Ph.D. related Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verification through email (will be in form of text)</td>
<td>Verification through letter</td>
<td>Personal visit by the candidate</td>
</tr>
<tr>
<td>Rs.1000/-</td>
<td>Rs.1500/-</td>
<td>Nil</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Postal charges for sending letter abroad Rs. 2200/-
* Postal charges Rs. 400/- (within India)

- The charges should be paid by Demand Draft or Cash only (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 Student / Alumnus)

1. Full Name (in Capital) : _____________________________________________________________
2. Roll Number : _____________________________________________________________
3. Programme : _____________________________________________________________
4. Department/School/Centre : _____________________________________________________________
5. Email Address : _____________________________________________________________
6. Mobile Number : _____________________________________________________________
7. If alumnus, Please specify year of Completion of Degree : _____________________________________________________________
8. Document(s) required :

<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>
<tr>
<td>d) Ph.D. defence certificate</td>
<td></td>
</tr>
<tr>
<td>e) Ph.D. UGC certificate</td>
<td></td>
</tr>
</tbody>
</table>

9. Mode of receiving documents  (Pl. tick ✓) :
a) ☐ I want to collect the document in person / through authorized person (enclose authorization letter)
b) ☐ Please send the document via Indian post on my address (as mentioned below).

10. Permanent / Correspondence Address:
________________________________________________________________________________________________________________________________________________________
________________________________________________________________________________________________________________________________________________________
________________________________________________________________________________________________________________________________________________________
________________________________________________________________________________________________________________________________________________________
Pin Code: ______________

11. Demand Draft Details:
Demand Draft No. ______________________ date ________________ Bank & Branch _____________________

Date : ____________________________
Signature of the student/Alumnus