



Request Form for Obtaining Documents from Academic Section

(To be filled by student / Alumnus)

1. Full Name (in CAPITAL) : \_\_\_\_\_
2. Roll No. : \_\_\_\_\_
3. Programme (B.Tech./M.S./M.Tech./Ph.D.): \_\_\_\_\_
4. Branch / School : \_\_\_\_\_
5. E-mail Address : \_\_\_\_\_
6. Mobile No. : \_\_\_\_\_
7. Father's Name : \_\_\_\_\_
8. If alumnus, specify year of completion: \_\_\_\_\_
9. Document(s) required:

Document(s) required	No. of copies
a) Duplicate Provisional Certificate.	
b) Certified copy of the Degree Certificate (enclose photocopy of degree)	
c) Duplicate Degree Certificate (enclose copy of FIR, Affidavit, etc.)	
d) Additional Transcript.	
e) Duplicate Grade Card.	
f) Verification of Degree Certificate, Transcript, Grade Card, JEE Rank, Bonafide Certificate, Membership of any Institute body, etc. (enclose photocopy of the required document)	
g) Duplicate Identity Card (enclose copy of FIR & hand written application)	
h) Bonafide Student Certificate. (Mention the Purpose:.....)	
i) Certificate of medium of instruction in English.	
j) Any other document(s):	

10. 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 my address (as mentioned below).

11. Permanent / Correspondence Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Pin Code: \_\_\_\_\_

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

- i. For the document(s) : Rs. \_\_\_\_\_
- ii. For Postal charges : Rs. \_\_\_\_\_

Total (in words):Rs. \_\_\_\_\_

13. Mode of payment:

- a)  Cash (only up to Rs. 100/-)
- b)  Demand Draft No. \_\_\_\_\_ date \_\_\_\_\_ Bank & branch \_\_\_\_\_.
- c)  Online Transaction / UTR No. \_\_\_\_\_ date \_\_\_\_\_ Bank & branch \_\_\_\_\_.

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

Date: \_\_\_\_\_

Signature of the Student/Alumnus

<b>Charges for Obtaining Authenticated Documents from IIT Mandi</b>			
Sl.No.	Document Type	Charges (in Rupees per copy)	Minimum No. of days required to prepare the document
<b>After completion of Degree requirements</b>			
1	Provisional Certificate	Free	NA
2	Duplicate Provisional Certificate	100	02 days
3	Degree Certificate - in person	Free	NA
	Degree Certificate - in absentia	Free	
4	Certified Copy of the Degree Certificate	1000	02 days
5	Duplicate Degree Certificate	2000	20 days
6	Transcript (One complimentary copy will be issued to the graduating students)	Free	NA
7	Additional Transcript	300	03 days
8	Duplicate Grade Card	200	02 days
9	Verification of Degree Certificate, Transcript, Grade Card, JEE rank, Membership of any Institute body*, etc. (for each individual certificate)	750	05 days*
Postal Charges extra: Within India-Rs.100/- (except for Sl.No. 1 & 6), Rs.200/- for Degree certificate & for Abroad-Rs.1500/-			
<b>Before completion of Degree requirements</b>			
1	Duplicate Identity Card (will not be sent by post)	200	20 days*
2	Transcript	100	03 days
3	Verification of JEE rank, Grade Card, Membership of any Institute body*, etc. (for each individual certificate)	100	05 days *
4	Duplicate Grade Card	50	02 days
5	"Bonafide Student" Certificate	20	02 days
6	Certificate of medium of instruction in English	Free	02 days
* subject to the availability/confirmation from concerned departments/sections.			
Postal Charges extra: Within India-Rs.100/- & for Abroad-Rs.1500/-			
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.			

### **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](mailto:deanoffice@iitmandi.ac.in), [aracad@iitmandi.ac.in](mailto:aracad@iitmandi.ac.in)