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

Education verification by Agencies/Organization		Degree Attestation by agencies/Organization	Education Institute/ Govt. organizations within India
Verification through email (will be in the form of text)	Verification through letter	On authority	
Rs.1000/-	Rs.8000/-	Rs.1000/-	Nil

- 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

भारतीय प्रौद्योगिकी संस्थान बॉम्बे
पवई, मुंबई - ७६

Indian Institute of Technology
Bombay
Powai, Mumbai - 76

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)

Document(s) required	Please tick (✓)
a) Education Verification through email	
b) Education Verification through letter	
c) Degree Attestation	

10. Purpose of degree verification : _____

11. Demand Draft details:
    Demand Draft No. : _____ dated : _____ Bank & Branch: _____

Date :   (Office seal)   Signature of the authorized person