



भारतीय सूचना प्रौद्योगिकी संस्थान राँची

Indian Institute of Information Technology Ranchi

(An Institute of National importance under Ministry of Education, Government of India)

Ranchi, Jharkhand, India – 834010

PROCEDURE FOR STUDENT EDUCATION RECORD VERIFICATION

In order to get student record verification from IIIT Ranchi, the desirous agencies are required to submit a prescribed format (annexed at last page) to the Registrar, Indian Institute of Information Technology Ranchi (Interim campus), Science & Technology Campus, Khojatoli, Namkum, Ranchi, Jharkhand - 834010 (INDIA) or through email (registrar@iiitranchi.ac.in) along with following details/ documents:

- Names, registration number, course/discipline, year of passing etc. of the student alongwith copy of final semester grade card and degree certificate (if any) alongwith written consent from student concerned (if available).
- In case of any doubt, the agency applying for student verification will be required to provide original documents for verification and to provide complete details of candidate concerned with identity proof.
- The Charges for degree/student verification transcripts are as under:

1.	Charges for verification of student record for other institutions / Organisations (Within 5 years of passing).	By Indian placement Agencies – Rs. 2,000/- + GST as applicable (18%) = 2,360/- By Foreign placement Agencies – US \$ 100.00 + GST as applicable (18%) and Postal charges (if applicable)
2.	Charges for verification of student record for other institutions / organisations (After 5 years of passing).	By Indian placement Agencies – Rs. 3,000/- + GST as applicable (18%) = 3,540/- By Foreign placement Agencies – US \$ 200.00 + GST as applicable (18%) and Postal charges (if applicable)
Applicable Postal Charges		Rs. 100/- to be posted within India. Rs. 1,000/- to be posted outside India.

- The verification fee should be paid through SB collect through the link given below:
<https://www.onlinesbi.sbi/sbicollect/icollecthome.htm>
(Should choose “Educational Institutions”, “Indian Institute of Information Technology”, “Jharkhand”, “Document Verification” fields while proceeding for payment through SBI Collect).
- The GSTIN Registration number of IIIT Ranchi is 20AAAAI9928G1ZT.
- The invoice for verification fee will be provided by Assistant Registrar (Finance & Accounts), IIIT Ranchi through email (Email id: ar@iiitranchi.ac.in , Contact Number +91 81205 40299).
- All request for student/ degree verification should be sent to Indian Institute of Information Technology Ranchi (Interim campus), Science & Technology Campus, Khojatoli, Namkum, Ranchi, Jharkhand - 834 010 (INDIA) by post or through email (registrar@iiitranchi.ac.in) along with all required documents and receipt for fee payment. The details of online fee payment should be indicated in the request letter.
- Where the verification letter is sent through post, the role of the IIIT Ranchi in sending the documents is limited to booking at the post office. The Institute will not be responsible for the safe passage and delivery of the documents to the addressee.
- The verification of students will normally be done within 10 working days of receipt of complete application supported with relevant documents. However, during semester examinations or other compelling circumstances, no specific time frame can be given.



INDIAN INSTITUTE OF INFORMATION TECHNOLOGY RANCHI

OFFICE OF THE ASSOCIATE DEAN (ACADEMIC)/ REGISTRAR

EDUCATION VERIFICATION REQUEST OF PASS OUT STUDENT

[Please send the duly filled-in form with enclosures to
assodean.ac@iiitranchi.ac.in / registrar@iiitranchi.ac.in]

1. Details of Institutions / Organisations:

Name & Designation of Contact Person			
Name of Institution / Organization			
Email ID		Contact Number	
Verification Type <i>(please tick)</i>	Direct	Third Party	

2. Verification Request for:

Name of Student			
Registration Number		Academic Year	
Academic Program		Department	

3. Documents Attached for verification:

Consolidated Grade Card / Grade Sheets	
Provisional Certificate	
Degree Certificate	

Encl: **Please attach the scan copy of the document to be verified.**

4. Payment Details:

Payment Details (if applicable) –			
(Select payment category: FEE for STUDENT EDUCATION VERIFICATION)			
SBI Collect Reference No. / UTR No.			
Amount Paid (in Rs.)		Date of Payment	DD/MM/YYYY

Encl: **Please attach online payment receipt.**

Date: _____

(Signature)

FOR OFFICE USE ONLY

Verification: The facts, as stated above are CORRECT/ NOT CORRECT as per records available. Remarks, if any: _____ _____ Date: _____ Signature of Dealing Assistant	Date of Receipt of Application: _____ Issuing Date of Verification Report: _____ Date: _____ Asso. Dean (Academic)
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