



INDIAN INSTITUTE OF TECHNOLOGY, GUWAHATI
GUWAHATI-781039, INDIA
ACADEMIC AFFAIRS SECTION

Important Information for Document Verification and Registration

1. Please ensure that you have uploaded scanned copies of all the required documents in the Document Verification Portal. Documents can be uploaded through this link https://www.iitg.ac.in/academic_doc_verify/ by 01st January 2023. You can log in using your IIT Guwahati Email and password.
2. Document Verification and Registration on Monday, **02 January, 2023: 10:00 AM Onwards**
3. The Venue for Document Verification and Registration: **Conference Centre**
4. Only students are allowed to the Conference Centre for Document Verification. There are multiple counters for document verification. Any student can get his/her uploaded documents verified against the **Original Documents** at any Counter, irrespective of the branch.
5. At the entrance, the students need to collect the form consisting of token number and the check list of documents to be verified. The Students need to fill-in the relevant details in the form and proceed to the counter as per the sequence.
6. After document verification, every student needs to complete the registration at the designated registration desk.
7. A student needs to bring a pen to fill up relevant forms, and carry all Certificates, Mark Sheets, & Other Documents listed below in **Original as well as a self-attested photocopy** in the following order:
 - i. All Certificates (Pass/ Degree Certificates, Mark Sheets/ Grade Cards, etc.) starting from 10th Class onward – Up to Qualifying Degree/ Exam
 - ii. Documents for Qualified in GATE/ CEED/ NET/CAT etc. – if applicable
 - iii. Birth Certificate/Xth Certificate (for proof of Date of Birth)
 - iv. For EWS candidates, Income & Asset Certificate in prescribed format issued on or after 01.04.2022 – if applicable
 - v. OBC (Non-Creamy Layer Certificate) in prescribed format issued on or after 01.04.2022 – if applicable
 - vi. SC/ ST Caste/Tribe Certificate in prescribed format – if applicable
 - vii. PwD Certificate in prescribed format – if applicable
 - viii. Medical Certificate
 - ix. Undertaking for Assistantship (Only for Regular students)
 - x. Sponsorship Letter/ No Objection Certificate / Work Experience Certificate etc., from the Employer and Letter of Granting Leave & Releasing for joining PhD programme from the Employer – if applicable
 - xi. Online Payment Receipt of Admission Fee
 - xii. Your Photograph in Colour (Background in White Colour)
 - xiii. For formats of various certificates please refer to the following links:
<https://iitg.ac.in/acad/admission/doctoral/studentship.php>
https://iitg.ac.in/acad/admission/imp_info/reservation.php
- xiv. One set of photocopy of all the above documents are to be submitted at the Registration counter.
- xv. Help desk/information counter will be available in the Conference Centre to help and guide the students.

Assistant Registrar
Academic Affairs Section