

**INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES)  
DHANBAD – 826004 (JHARKHAND), INDIA**

**PROCEDURE FOR STUDENT VERIFICATION FROM IIT (ISM) DHANBAD**

In order to get student verification from IIT (ISM) Dhanbad, a written request should be made to the 'Joint Registrar (Examination), Indian Institute of Technology (Indian School of Mines), Dhanbad – 826004 (INDIA) indicating name of the student, admission no, course/discipline, year of passing etc. alongwith copy of final semester grade card and degree certificate and requisite fees for degree verification as per details given below:

1	Charges for verification of student record for other institutions/ organisations (Within 5 years of passing)	By Indian Placement Agencies – Rs. 2,000/- By Foreign placement Agencies – US \$ 100.00 + Postal Charges Rs. 100/- (within India) & US\$ 15.00 (Abroad) (if confirmation is required through post)
2	Charges for verification of student record for other institutions/ organisations (After 5 years of passing)	By Indian Placement Agencies – Rs. 3,000/- By Foreign placement Agencies – US \$ 200.00 + Postal Charges Rs. 100/- (within India) & US\$ 15.00 (Abroad) (if confirmation is required through post)

The charges should be paid through online mode (SBI- Collect) only. Link of online payment is available on the institute website ([www.iitism.ac.in](http://www.iitism.ac.in)). The process for payment is as under:

- Visit institute website [www.iitism.ac.in](http://www.iitism.ac.in)
- Select: Online Payment Link under Quick Link  
<https://www.onlinesbi.com/prelogin/icollecthome.htm?corpID=272342>
- Tick: Accept Terms and conditions
- Click Proceed
- Select payment category : FEE for STUDENT VERIFICATION
- Fill up complete details and appropriate amount
- Pay and print payment receipt.

After online payment/transfer of requisite fees, the request for student verification may be send to Joint Registrar (Examination and Academics), Indian Institute of Technology (Indian School of Mines), Dhanbad through Registered Post/ Speed Post/ Courier alongwith copy of receipt for fee transfer and documents regarding student verification including copy of final semester grade card & degree certificate for verification.



(Dr. Pramod Mathur)  
Joint Registrar (Examination & Academics)  
Email: exam@ismdhanbad.ac.in