

## ONLINE UPLOADING OF DOCUMENTS AND FORMS FOR STUDENTS

### ADMITTED FOR 1<sup>ST</sup> SEMESTER 2021-2022

The Online portal will open from **12<sup>th</sup> July 2021 to 17<sup>th</sup> August 2021**. The process includes uploading of documents and forms. Please read the following instructions carefully:

1. The student, who has paid the fees and whose **Entry Number** has been generated, will be able to access the portal for online submission of documents / forms. Entry Number is a unique ID which will be your identity while stay at IIT Delhi and beyond.
2. After payment of fees, the respective Department/ Center/ School forwards the application forms to the Academic Unit and then Entry Numbers are generated. So, there may be some time lag between payment of the fees and generation of Entry Number.
3. Once Entry Number is generated, you will receive an email from IIT Delhi conveying username and password for logging in to the online portal. If you do not receive such an email by **30<sup>th</sup> July 2021**, please inform us.
4. After logging in to the portal, you have to fill Form A (online) and also upload certain documents/ certificates/ forms (in pdf form). Please see the list of these documents/ certificates/ forms given on the portal and at the end of this document. Please keep these documents ready before logging into the portal. The blank forms will also be available for download on the portal.
5. Please read the technical specifications for uploading of the documents etc. given on the portal and in this document.
6. If you do not have a document/ certificate available with you while online submission, you need to upload an undertaking in the prescribed format, available on the website and at the end of this document, to provide the document(s) by the given date. Please note that this undertaking is to be uploaded for document /form which you are not able to upload, against the space provided for that document.
7. After you have submitted the Form A and Documents on the registration portal, these will be verified online by the Academic (PG) Section. Any shortcoming will be communicated on the portal and email. You can upload the updated/ missing document to remove the shortcoming. Once you upload the missing document again, it will again be seen by the Academic Section and verified.
8. There may be a delay of upto 20 days from the date of submission of form/ documents and verification. So, please be patient and wait for verification message/ email.
9. All original documents will be required for physical verification at a later date once it is safe to come to the campus. The schedule for the same will be notified and informed to all of you over email and website.
10. Online orientation sessions will be available on the website near to the dates ie. (2<sup>nd</sup> - 8<sup>th</sup> August 2021)

## Some Technical Specifications

1. Login URL: <https://ecampus.iitd.ac.in/scorner>. User ID/Password: Already Shared on Email.
2. Click on **Fill Form A** Button to fill the data.
3. Use '+' button to add more rows for experience and qualification, if required.
4. Please make sure the photo you are uploading is less than 200KB and is in jpg format.
5. System only accepts PDF files as uploads for documents. Please make sure that PDF files have no space or "." In the file names. Each file should be less than 300KB.
6. Fields with "\*" mark are mandatory. The fields such as Name, DoB, Category, Gender, Status have been disabled and cannot be changed.
7. After you have submitted the form, the status will be changed to **"Pending verification."**
8. Candidate can save the filled form on his laptop/workstation for future reference.
9. Please **'Submit'** the form only when you have checked for corrections. Form once **submitted** cannot be edited.
10. Bank details are optional. If you have account in any of the State Bank of India or Canara Bank, you can provide information. Otherwise, you can ignore it.
11. You will get an email from admin once the documents are verified. You can also check the status on the portal itself.
12. For any queries, please contact: [admissions@admin.iitd.ac.in](mailto:admissions@admin.iitd.ac.in). For Technical difficulties/ queries: [eacadhelp@iitd.ac.in](mailto:eacadhelp@iitd.ac.in)

**LIST OF DOCUMENTS TO BE UPLOADED ON THE PORTAL BY NEW POSTGRADUATE/ PH.D. STUDENTS AT THE TIME OF ONLINE REGISTRATION FROM 12 JULY TO 17 AUGUST**

**PHOTOGRAPH AND CERTIFICATES (SOFT COPIES/ SCANNED FROM ORIGINAL)**

1. **LATEST PHOTOGRAPH**
2. **AADHAR CARD/ VOTER ID CARD/ PASSPORT (FIRST AND LAST PAGES)**
3. **PERMANENT ACCOUNT NUMBER (PAN) CARD**  
(ONLY FOR CSIR/UGC/NATIONAL LEVEL TEST QUALIFIED CANDIDATES)
4. **ADMISSION OFFER LETTER**
5. **GATE/JAM/CEED/COGJET/CAT/ UGC/ CSIR/ INSPIRE/OTHER EXAM SCORE CARD/ LETTER**
6. **QUALIFYING DEGREE CERTIFICATE**
7. **QUALIFYING EXAM MARKSHEET (CONSOLIDATED)**
8. **CATEGORY CERTIFICATE**  
(ONLY IN CASE OF CANDIDATES BELONGING TO SC/ST/OBC/EWS/PwD CATEGORY)
9. **NO OBJECTION CERTIFICATE**  
(ONLY IN CASE OF PART TIME CANDIDATES)
10. **SPONSORSHIP CERTIFICATE / RELIEVING LETTER**  
(IN CASE OF FULL TIME SPONSORED / FULL TIME WORKING CANDIDATES)
11. **MEDICAL CERTIFICATE**  
(IN CASE OF FULL TIME CANDIDATES)

**FORMS (TO BE DOWNLOADED->FILLED->SIGNED->SCANNED->UPLOADED)**

12. **FORM A – TO BE FILLED ON-LINE ON THE GIVEN PORTAL**
13. **FORM B – UNDERTAKING DULY FILLED AND SIGNED BY ALL CANDIDATES**
14. **FORM C & D - INCOME CERTIFICATE, ITR/ FORM 16 (LATEST), FAMILY INCOME STATEMENT (ONLY FOR M.Sc./MPP STUDENTS)**
15. **FORM E – HONOUR CODE DULY FILLED AND SIGNED BY ALL CANDIDATES**
16. **FORM F – BENEVOLENT FUND SCHEME FORM DULY FILLED AND SIGNED BY ALL CANDIDATES**
17. **FORM G – INSURANCE SCHEME FORM DULY FILLED AND SIGNED BY ALL CANDIDATES**
18. **FORM H3 – UNDERTAKING REGARDING MEDICAL FACILITIES AND MOTOR VEHICLES (ONLY FOR FULL TIME STUDENTS)**
19. **FORM H4 – UNDERTAKING REGARDING ANTI-RAGGING DULY FILLED AND SIGNED BY ALL CANDIDATES**
20. **FORM H5 – UNDERTAKING REGARDING SMOKING, ALCOHOL, DRUGS ETC. DULY FILLED AND SIGNED BY ALL CANDIDATES**

The Dean, Academics  
IIT Delhi

**Subject: Undertaking in respect of Admission Session 2021-22**

Sir

I \_\_\_\_\_ Entry No. \_\_\_\_\_ do

not have the following document (s) at present (please tick the checkbox):

1. AADHAR CARD OR VOTER ID CARD OR PASSPORT (FIRST AND LAST PAGES)
2. PERMANENT ACCOUNT NUMBER (PAN) CARD
3. ADMISSION OFFER LETTER
4. GATE/JAM/CEED/CAT SCORE CARD
5. QUALIFYING DEGREE CERTIFICATE
6. QUALIFYING EXAM MARKSHEET (CONSOLIDATED)
7. CATEGORY CERTIFICATE
8. NO OBJECTION CERTIFICATE
9. SPONSORSHIP CERTIFICATE
10. MEDICAL CERTIFICATE
11. ANY OTHER DOCUMENT (PLEASE SPECIFY) \_\_\_\_\_

I hereby undertake to upload the above document(s) latest by (date\*) \_\_\_\_\_. I understand that failing to do so may result in cancellation of my provisional admission.

Date

(Signature)

\* A date upto 17<sup>th</sup> August 2021(ie date of late registration) is allowed. Only in case of candidates who have appeared in qualifying exam/ viva by **31<sup>st</sup> August**, they can provide documents mentioned at Sr. No 5, 6 by 31<sup>st</sup> October 2021.