

**LIST OF DOCUMENTS TO BE UPLOADED ON THE PORTAL BY NEW UNDERGRADUATE STUDENTS AT THE TIME OF ONLINE REGISTRATION FROM 18<sup>th</sup> Oct 2022 TO 24<sup>th</sup> Oct 2022**

**I – For submission/verification at the time of Registration:**

1. Latest photographs - 3 Nos.
2. Aadhaar card/ voter ID card/ passport (first and last pages)
3. Permanent account number (PAN) card
4. Aadhaar card/ voter ID card/ passport (first and last pages) of the parents/guardians
5. Permanent account number (PAN) card of the parents/guardians
6. Provisional seat allotment letter – (downloaded from JoSAA site)
7. Document verification-cum-seat acceptance letter.
8. Receipt of Payment to JEE at the time of seat acceptance.
9. Receipt of payment of balance amount of Institute fees as given in UG Instructions 3.
10. 12th certificate and one self-attested copy (**If not available an undertaking to submit the same by 31.12.2022**)
11. 12th marks sheet and one self-attested copy
12. 10th certificate and one self-attested copy
13. 10th marks sheet and one self-attested copy
14. The following if applicable:
  - (i) Caste/ category certificate {self-attested copy (for SC/ST/OBC/EWS)}
  - (ii) Disability certificate (for PwD category students)
15. Undertaking by student member against sexual harassment at the workplace
16. Medical Certificate (original document)

**II- Forms (To be DOWNLOADED->FILLED->SIGNED->SCANNED->UPLOADED)**

17. **FORM A** – To be filled online on the given portal and signed by you
18. **FORM B** – Undertaking duly filled and signed by you and a Parent/Guardian
19. **FORM C & D** - Income certificate, ITR/ form 16 (latest), family income statement
20. **FORM E** – Honour code duly filled and signed by you and a Parent/Guardian
21. **FORM F** – Benevolent fund scheme form duly filled and signed by you and two witnesses
22. **FORM G** – Insurance scheme form duly filled and signed by you and two witnesses
23. **FORM H1** and **FORM H2**
24. **FORM H3** – Undertaking regarding medical facilities and motor vehicles
25. **FORM H4** – Undertaking regarding anti-ragging duly filled and signed by all candidates
26. **FORM H5** – Undertaking regarding smoking, alcohol, drugs etc. duly filled and signed by all candidates

**Note:**

- *Some of the documents have already been provided by JEE Office. You will not be able to change/upload the documents again.*
- *FORM B to FORM H5 will be sent to the students along with the Welcome mail by 18<sup>th</sup> October 2022*

**Navigation for uploading of Documents.**

**Technical Specifications**

1. Login URL: <https://eacademics.iitd.ac.in/sportal/login>. User ID/Password: Already Shared on Email.
2. Click on Fill **Form A** Button to fill in the data.
3. Use the '+' 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 200KB.
6. Fields with a "\*" mark are mandatory. The fields such as Name, DoB, Category, Gender, and 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 an account in any branch of State Bank of India (SBI), you can provide the information. Otherwise, you can ignore it.
11. You will get an email from the admin once the documents are verified. You can also check the status on the portal itself.
12. For any queries, please contact: [arugs@admin.iitd.ac.in](mailto:arugs@admin.iitd.ac.in) For Technical difficulties/ queries: [eacadhelp@iitd.ac.in](mailto:eacadhelp@iitd.ac.in)