

**INDIAN INSTITUTE OF TECHNOLOGY DELHI**  
**ACADEMICS SECTION – UG**

**FAQs Regarding Uploading of Online Documents & Forms on S-corner**

**Ques 1. What to do if I don't have a PAN card?**

Ans. 1. Fill & upload the Undertaking form (<https://owncloud.iitd.ac.in/nextcloud/index.php/s/prHgdQFYl7Wg3RA>) in the field where the PAN card is sought. The date in the undertaking is for 31<sup>st</sup> August 2023 but ONLY in the case of PAN card, it's acceptable to be submitted beyond that date.

**Ques 2. Is the PAN Card/ Aadhaar required for both parents?**

Ans 2. Preferably yes, but Aadhaar is mandatory.

**Ques 3. Which document is to be uploaded where 'RECEIPT OF PAYMENT MADE' is sought in FORM A?**

Ans. 3. Upload the receipt of the fee paid to the Institute on the SBI I-Collect portal.

**Ques 4. Is receipt of payment to JEE at the time of seat acceptance to be uploaded?**

Ans 4. No separate receipt is to be uploaded. It'd be verified from the 'Document verification-cum-seat allotment letter'.

**Ques 5. What to do when a Marksheet-cum-passing Certificate has been issued instead of separate documents in class X<sup>th</sup> & XII<sup>th</sup>?**

Ans 5. Upload the same document in both the fields marked for 'passing certificate' & 'marksheet' in class X<sup>th</sup> & XII<sup>th</sup>.

**Ques 6. Is FORM D to be uploaded if the family income is above 9 Lakhs?**

Ans 6. No, FORM C is sufficient. (No supporting documents required)

**Ques 7. Is FORM D to be uploaded if the family income is below 9 Lakhs?**

Ans 7. Yes, FORM C & FORM D need to be uploaded along with the supporting documents (ITR 2022-23/Income certificate/Form-16/BPL Card) *[ANY ONE]. This is required for all categories. Kindly ensure the Form D is signed by the parents.*

**Ques 8. Which documents are to be uploaded if the family income is below 60 thousand?**

Ans 8. FORM C & FORM D need to be uploaded along with the supporting documents (BPL Card & Income certificate if available)

**Ques 9. Whether the ITR is to be uploaded for both parents?**

Ans. 9. Yes. In cases where a parent/s is not earning the FORM has to be filled/uploaded accordingly.

**Ques 10. Who could be the witnesses in FORM F & FORM G?**

Ans 10. Any consenting adult could be a witness in FORM F.

**Ques 11. Who could be the nominees in FORM G?**

Ans 11. The parents/guardians of the student are the nominees.

**Ques 12. What to mention in FORM H2 if the student doesn't have an SBI A/c?**

Ans 12. The field for SBI A/c no. may be left blank until the student opens an A/c in SBI.

**Ques 13. What is the students' Programme & Department?**

Ans 13. Each Programme is offered by an Academic Unit which could be a Department, a Centre or a School. The Programme is the Degree you are enrolled in.

**Eg. – Programme: B.Tech. in Engineering and Computational Mechanics; Department: Applied Mechanics** (refer to page no. 2 of the Courses of Study 2023-24 in the link:

<https://home.iitd.ac.in/uploads/course-of-study/IITD-CoS-2022-23-for-Web.pdf>

**Ques 14. How much fee is to be paid by the student?**

Ans 14. Refer to the UG Instruction Sheet -3 given in the link:

<https://owncloud.iitd.ac.in/nextcloud/index.php/s/3PQwdNRYm6pDfYZ>

**Ques 15. What to do in case I don't have the required documents to upload on Scorer?**

Ans 15. Fill & upload the Undertaking form -2023 given on the Institute website.

<https://owncloud.iitd.ac.in/nextcloud/index.php/s/prHgdQFYl7Wg3RA>

**Ques 16. When would the hostel name be communicated to the student?**

Ans 16. An email would be sent to the student by the Dean of Student Affairs (011-26597106).

**Ques 17. Why does FORM A show 'Pending verification'?**

Ans 17. The uploaded documents would be verified by the Academics Section of IIT Delhi during Registration/Verification until then it'd remain so.

**Ques 18. Is accommodation provided to the parents for the duration of Orientation & Registration?**

Ans 18. No accommodation is provided for the parents.

**Ques 19. What to fill in the field for 'Previous Qualification Detail' in FORM A?**

Ans 19. Fill in the details for your XII<sup>th</sup> standard.

**Ques 20. What to do in case the Welcome email has not been received?**

Ans 20. Please note that the **Welcome email has been sent to the students who had selected slide/freeze IITD by the 6<sup>th</sup> round.** Kindly check the Spam/Junk folder of your email provided during JEE registration. Please ensure that you are checking the email ID provided during JEE registration. Contact [arugs@iitd.ac.in](mailto:arugs@iitd.ac.in) if you haven't received the email. Remember to attach your seat allotment document.

**Ques 21. I have not received the Entry No. in my Welcome email.**

Ans 21. The Entry No. is the Username mentioned in the Welcome email.

**Ques 22. I have submitted Form A with the wrong details/incorrect document, can I edit it?**

Ans 22. Form A once submitted, can't be edited. You may re-upload the correct document when it gets rejected by the Academic Section during verification. You may visit the Academic Section after classes begin to update any information.

**Ques 23. What is the full form of BSFR?**

Ans 23. The full form is Benevolent Fund Scheme Rules (BFSR)

**Ques 24. I don't have my 12<sup>th</sup> passing certificate. What should I do?**

Ques 24. You may submit the undertaking (<https://owncloud.iitd.ac.in/nextcloud/index.php/s/prHgdQFYl7Wg3RA>) at this point but produce the passing certificate by 31<sup>st</sup> August 2023.

**Ques 25. I do not wish to opt for a hostel. What should I do regarding Forms H1 & H2?**

Ans 25. You may mention in the form that no hostel is required and upload the same on the Scorer portal.

**Ques 26. In Form C there is space for JEE Rank. Am I required to fill the Category rank or All India Rank?**

Ans 26. Kindly mention both ranks.

**Ques 27. During payment of fees via SBI collect Portal, there is an option to choose for Hosteler "Yes or No". What should I choose?**

Ans 27. Kindly choose 'yes' if you wish to avail the hostel facility in IITD.

**Ques 28. In Form A, should I put in the marks of my best 5 subjects or all subjects?**

Ans 28. Put in the marks of all subjects cumulatively.

**Ques 29. Can I use the medical certificate format provided by JoSAA for the registration/verification?**

Ans 29. Yes, you are required to use the medical certificate provided by JoSAA for registration/verification.

**Ques 30. The Academic Fee is not showing on the Scorer portal.**

Ans 30. Kindly refer to the document in the link <https://owncloud.iitd.ac.in/nextcloud/index.php/s/3PQwdNRYm6pDfYZ> regarding steps to pay the Academic Fee. This is the only way of payment for the 2023 Entry UG Students.

**Ques 31. Would parents/guardians be given accommodation during Orientation/Registration?**

Ans 31. The parents/guardians would have to arrange for accommodation on their own. It is not provided by IIT Delhi.

**Ques 32. I've not yet received my Welcome email and the time frame is too short to upload all the documents. Can the deadline be extended?**

Ans 32. The deadline for submission of documents for online verification can't be extended as 28<sup>th</sup> July 2023 is the date for Orientation in IIT Delhi. You are requested to keep the documents mentioned in the link <https://owncloud.iitd.ac.in/nextcloud/index.php/s/bHMnQL3S9b69QFg> ready and upload it when you receive the Welcome email. Please report for the Orientation/ Verification even if you are unable to upload any document. Ensure to submit the partial Form A and we'll guide you regarding the next steps during registration/Verification.

-----ALL THE BEST-----