1. Please ensure that you have uploaded scanned copies of all the required documents in the Document Verification Portal. If you have not done it yet, the documents can be uploaded through this link [https://www.iitg.ac.in/academic_doc_verify/](https://www.iitg.ac.in/academic_doc_verify/) by 25th October 2022. You can log in using your IIT Guwahati Email and password.

2. Document Verification and Registration on Wednesday, 26th October, 2022: 10 AM Onwards

3. The Venue for Document Verification and Registration: Conference Centre

4. As students complete their Registration and Document Verification, arrangement have been made for the accompanying parents/guardians to sit in the adjacent, Dr. Bhupen Hazarika Auditorium, and help their wards based on the need.

5. 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.

6. 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 follow the details in the form and proceed to the counter as per the sequence.

7. After document verification, every student needs to complete the registration at the designated registration desk.

8. 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 Certificate, if any, and Marks Sheets/ Grade Cards) for 10th Class and 12th Class.
   (ii) Admit Card of JEE (Advanced)-2022 / UCEED-2022
   (iii) Provisional Seat Allotment Letter
   (iv) Document Verification-cum-Seat Acceptance Letter issued at Reporting Center of JoSAA 2022 / UCEED 2022
   (v) Proof of payment of Seat Acceptance Fee (Rs. 60,000/- or Rs.35,000/- or Rs.15,000/-, as applicable)
   (vi) One Colour Passport Size Photograph of the student with white background
   (vii) In case of General-EWS category students, Income & Asset Certificate issued on or after 01.04.2022
   (viii) In case of OBC(NCL) category students, OBC-Non-Creamy Layer Certificate issued on or after 01.04.2022
   (ix) In case of SC/ST category students, Caste Certificate
   (x) In case of PwD category students, Physical Disability Certificate
   (xi) DS Certificate, if applicable
   (xii) Those who are having family income less than 5 lakhs in the last Financial Year and claiming tuition fee waiver under MEB/OEB categories must submit (i) Family Annual Income Certificate, and (ii) Income Affidavit in the prescribed formats given at MEB/OEB Page. MEB/OEB Certificates have to be submitted in original.
   (xiii) Passport (for foreign nationals) or OCI certificate or PIO card, if applicable
   (xiv) Medical Certificate (as per format available at [http://www.iitg.ac.in/acad/freshers/medreport.pdf](http://www.iitg.ac.in/acad/freshers/medreport.pdf))
   (xv) If available, Aadhaar Card

9. One set of photocopy of all the above documents are to be submitted at the Registration counter. The original documents will be returned, except MEB/OEB Certificates.

10. Help desk/information counter will be available in the Conference Centre to help and guide the students.

11. Biometric verification against the JEE (Advanced) 2022 data is scheduled on Saturday, 05/11/2022. The details will be emailed to the students in due course of time.

Assistant Registrar
Academic Affairs Section

[Signature]

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