



INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES) DHANBAD
OFFICE OF THE DEAN (ACADEMIC)

FORM FOR ISSUING BONAFIDE CERTIFICATE

[Please send the duly filled-in form with enclosures to certificates@iitism.ac.in]

Academic Session:		Semester	Monsoon		Winter		Summer	
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(Not Applicable for Ex-students)

1.	Name of Student						
2.	Admission No.		Department				
3.	Program		Branch (if any)				
4.	Email ID						
5.	Contact Number						
6.	Father's / Guardian Name						
7.	Communication Address (with Pin Code)						
8.	Purpose of the Certificate						
9.	Payment Details (if applicable) - https://www.onlinesbi.com/sbicollect/icollecthome.htm?corpID=272342 (Select payment category: OTHER ACADEMIC FEES / FINES)						
	SBI Collect Reference No. / UTR No.						
	Amount Paid (in Rs.)		Date of Payment				DD/MM/YYYY

Encl: **Please attach online payment receipt.**

Date: _____

(Signature of the Student)

Forwarded / Remark by respective HOD or Convener DUGC/DPGC (In case of Existing Students)

Date: _____

Signature: _____

Name: _____

Charges and Documents to be attached for issuing bonafide certificate:

Sl. No.	Student Type	Charges	Documents to be Attached
(i)	For Existing Students	Only one copy will be issued, without any charge, in a semester. Rs. 500/- per certificate thereafter. And Postal Charges (if applicable).	<ul style="list-style-type: none"> • Proof for the purpose for which the certificate is required. • ID Proof • Scanned Copy of Last Semester Grade Sheet.
(ii)	For Ex-Students	Rs. 500/- per certificate and Postal Charges (if applicable)	<ul style="list-style-type: none"> • Proof for the purpose for which the certificate is required. • ID Proof • Scanned Copy of Degree / Provisional Certificate / Consolidated Grade Card / Last Semester Grade Sheet.
Applicable Postal Charges		Rs. 100/- per set of transcript to be posted within India. Rs. 1,000/- per address for up to two sets of transcripts to be posted outside India.	

(The role of the institute in sending the documents is limited to booking at the post office. The Institute will not be responsible for the safe passage and delivery of the documents to the addressee.)

FOR OFFICE USE ONLY

Verification:

The facts, as stated above are **CORRECT/NOT CORRECT** as per records available and no bona-fide certificate has been issued in the current semester.

Observations, if any:

Date: _____

Signature of Dealing Assistant

Date of Receipt of Application: _____

Issuing Date of Certificate: _____

Date: _____

AR (Academic – UG/PG)