

AUTHENTICATION / VERIFICATION OF EDUCATIONAL CERTIFICATES AND DETAILS

- The verification of Degree certificate and consolidated grade cards issued by the institute may be requested via email to academics1@iiitkottayam.ac.in for UG Degree Programmes and academics2@iiitkottayam.ac.in for PG Degree Programmes. The request must include copies of the following documents:
 - Degree Certificate
 - Consolidated Grade Card
 - Applicant details including address, contact numbers and email addresses
 - In the case of an agent requesting for verification, an authorization letter signed by the student
- In cases where the certificate verification with Institute seal and signature of the concerned authority is required, the request must be submitted as hard copies to the following address:

Officer-In-Charge
Academic Office
Indian Institute of Information Technology Kottayam (IIITK)
Valavoor P.O. 686 635, Kottayam, Kerala

The hard copy request must contain copies of the following .

- Copy of Degree Certificate
- Copy of Consolidated Grade Card
- In the case of an agent requesting for verification, an authorization letter signed by the student

A fee of Rs. 750/- to be remitted for verification and payment receipt must also be enclosed with the request. The fee can be paid through the Online SBI Collect Portal under the title “Fee for Document Verification”.

- The processing of verification requests may take up to 7 working days.

For requests where authenticated documents are to be forwarded outside India, the request enclosure must also include proof of payment of additional postal charge of Rs.2500.00 (Online SBI Collect Portal under the title “ Miscellaneous receipt” .