

**INDIAN INSTITUTE OF TECHNOLOGY DELHI**  
(IMPORTANT INSTRUCTIONS FOR NEW PG/PhD STUDENTS)

---

**The following will be made available to you at this site by 17.7.2018:**

1. Your **ENTRY NUMBER**. This is a unique number provided to every student at IIT Delhi
2. Information about the Hostel allotted to you (In case of full time students, subject to availability)
3. Log-in details and link for Online Form A

(You are advised to check this link again for any updated information periodically)

Please note the following important points pertaining to your admission to IIT Delhi:

- All postgraduate/PhD students, who are allotted hostels, should report on 19<sup>th</sup> July 2018 (Thursday) directly to the respective hostels allotted (which will be made known to you by 17<sup>th</sup> July 2018). The rest of the students should report on 20<sup>th</sup> July, 2018 morning as per the **Orientation Schedule** which will be available on this site by 17<sup>th</sup> July, 2018.
- Before coming for registration, you would need to fill **FORM - A** by logging into the link on the IIT Delhi website which will be provided by 17<sup>th</sup> July 2018. Please Log in, fill the Form A, print the filled form and submit duly signed copy of the same at the time of Registration.
- It is mandatory to have savings bank (S/B) account in State Bank of India (any branch in the country) for the hostel residents. If a student does not have S/B account in SBI, then it is advised to open S/B account in SBI, IIT Delhi Branch on arrival in the campus. The form for opening an account in SBI can be obtained from the Caretaker of the respective hostel.
- Detailed schedule of Orientation & Registration will be available by July 17, 2018.
- Download other blank **FORMS (Form B to Form H-5)** in pdf format, Print them, sign the forms as required and bring them with you for submission at the time of registration or for submission in the hostel, if allotted.
- **List of all the documents to be brought is available in Instruction Sheet -2 (PG).**
- **The Institute fees must have been paid by you as per details given in the Offer Letter. The details for payment of hostel charges, if allotted, are available in the Instruction Sheet-3 (PG).**
- Kindly note that the payment of fees; filling of Form – A; downloading of other forms after arriving in the campus may result in inconveniences owing to overloading of the limited facilities on campus. So, it would be advisable to complete these formalities before leaving for IIT Delhi.

**IMPORTANT DATES:**

- |  |          |   |
|--|----------|---|
| <b>1. Reporting to allotted hostel</b>   | <b>:</b> | <b>July 19, 2018</b>                            |
| <b>2. Orientation &amp; Registration</b> | <b>:</b> | <b>July 20, 2018 (9.00 AM) to July 21, 2018</b> |
| <b>3. Commencement of Classes</b>        | <b>:</b> | <b>July 23, 2018</b>                            |

**LIST OF DOCUMENTS TO BE BROUGHT BY NEW POSTGRADUATE/ PH.D. STUDENTS  
WHILE REPORTING AT IIT DELHI**

---

**I. FOR SUBMISSION/VERIFICATION AT THE TIME OF REGISTRATION:**

1. **LATEST PASSPORT SIZE PHOTOGRAPHS** : FOUR (4)
2. **AADHAR CARD AND PAN CARD**: SELF ATTESTED COPIES  
(ONLY FOR CSIR/UGC/NATIONAL LEVEL TEST QUALIFIED CANDIDATES)
3. **ADMISSION OFFER LETTER**: SELF ATTESTED COPY
4. **GATE/JAM/CEED/CAT SCORE CARD**: SELF ATTESTED COPY
5. **QUALIFYING DEGREE CERTIFICATE**: ORIGINAL AND SELF ATTESTED COPY
6. **QUALIFYING EXAM MARKSHEET**: ORIGINAL AND SELF ATTESTED COPY
7. **CASTE/PD CERTIFICATE**: ORIGINAL AND ONE SELF ATTESTED COPY  
(ONLY IN CASE OF CANDIDATES BELONGING TO SC/ST/OBC/PD CATEGORY)
8. **NO OBJECTION CERTIFICATE**: ORIGINAL (IF NOT ALREADY SUBMITTED AT THE TIME OF TEST/INTERVIEW)  
(ONLY IN CASE OF PART TIME CANDIDATES)
9. **SPONSORSHIP CERTIFICATE**: ORIGINAL (IF NOT ALREADY SUBMITTED AT THE TIME OF TEST/INTERVIEW)  
(ONLY IN CASE OF FULL TIME SPONSORED CANDIDATES)
10. **MEDICAL CERTIFICATE**: ORIGINAL  
(IN CASE OF FULL TIME CANDIDATES)
11. **FORM A – PRINTOUT OF THE FORM FILLED ON-LINE AND DULY SIGNED**  
(LINK OF ONLINE FORM-A WILL BE AVAILABLE ON IIT DELHI WEBSITE FROM 17<sup>th</sup> JULY, 2018)
12. **FORM B – UNDERTAKING DULY FILLED AND SIGNED BY ALL CONCERNED**
13. **FORM C & D - INCOME CERTIFICATE, ITR/ FORM 16 (LATEST), FAMILY INCOME STATEMENT**  
(ONLY FOR M.Sc. STUDENTS)
14. **FORM E – HONOUR CODE (1 COPY DULY SIGNED)**
15. **FORM F – BENEVOLENT FUND SCHEME FORM DULY FILLED AND SIGNED BY CONCERNED**
16. **FORM G – INSURANCE SCHEME FORM DULY FILLED AND SIGNED BY ALL CONCERNED**

**II. IF HOSTEL HAS BEEN ALLOTTED, THE FOLLOWING DOCUMENTS HAVE TO BE SUBMITTED AT THE HOSTEL (TO THE CARETAKER)**

- RECEIPT OF PAYMENT OF HOSTEL CHARGES (TWO COPIES)
- FORMS H1, H2, H3, H4 AND H5

**III. IF HOSTEL HAS NOT BEEN ALLOTTED, THE FOLLOWING DOCUMENTS HAVE TO BE SUBMITTED AT THE TIME OF REGISTRATION:**

- FORMS H3, H4 AND H5

**NOTE: WHEREVER THE ENTRY NUMBER IS REQUIRED IN THE FORMS, YOU MAY FILL IT ON RECEIPT OF YOUR ENTRY NUMBER.**

**PROCEDURE FOR PAYMENT OF HOSTEL CHARGES FOR STUDENTS ADMITTED IN JULY, 2018**  
**(Excluding hostel seat rent and amenity charges)**

**(Only for those who have been allotted hostel)**

	<b>Mess Advance (Rs.)</b>	<b>Refundable/Adjustable Security (Rs.)</b>	<b>Hostel Admission Fee (Rs.)</b>	<b>Total Amount to be paid (Rs.)</b>
<b>Male Students</b>	20000	10000	7000	<b>37000</b>
<b>Female Students</b>	18000	10000	7000	<b>35000</b>

Payment Procedure:-

1. Please click on the following URL:

<https://www.onlinesbi.com/prelogin/collecthome.htm?corpID=840006>

2. Select the Payment Category: **IIT DELHI HOSTEL ADMISSION FEES**
3. Fill the online form: - Please take care to fill your Entry Number and Name correctly.
4. Submit and proceed to make the payment using any of the available modes.
5. Print the receipt.

**Note: -**

**Please bring two copies of the Hostel fees payment receipt in which the Entry Number of the student should be separately recorded legibly. Submit both the copies to the concerned Caretaker out of which one copy will be stamped and will be returned to you as an acknowledgement/ receipt for payment of Hostel charges.**

**Payment of Hostel Charges from Second Semester onwards**

- a) It is mandatory for all the hostel residents to have a Savings Bank Account in State Bank of India (SBI) anywhere in India since SBI has the facility of Core Banking. Those students who do not hold an account in State Bank of India (SBI), must open an account in SBI IIT Delhi branch immediately on their arrival. The required forms for account opening can be obtained from the caretaker of the concerned hostel.
- b) For the convenience of the students, from second semester onwards the hostel mess fees will be directly debited from the Savings Bank Account of the students maintained with State Bank of India (SBI) once in every semester (**Refer Form H2**). The specific date of dues collection will be informed from time to time in advance so as to enable the students to maintain sufficient balance in the bank account during the specified period (**Strict disciplinary action will be taken against the defaulters not maintaining sufficient balance for payment of hostel mess dues**). All transactions towards the hostel fee will be accepted only through electronic modes. **No cash transactions will be accepted.**
- c) The Savings Bank Account being maintained for payment of hostel fees must be kept in operation till the time the mess security is refunded after completion of the course, as the mess security will be refunded to the same account.