



भारतीय प्रौद्योगिकी संस्थान मद्रास
INDIAN INSTITUTE OF TECHNOLOGY MADRAS
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EDUCATION VERIFICATION REQUEST

All education verification requests with effect from **21-03-2025** has to be made through Student/ Staff Services Portal. (<https://ssp.iitm.ac.in/login>). **Only** requests received through this portal will be processed. Request/ Payment through any other mode **will not be entertained**.

Mandatory Documents :

Passed Out Students

Degree	Mandatory Documents
B.Tech / MBA / MSc / EMBA / M.Tech / MA	Degree Certificate
Dual Degree	Both UG and PG Degree
Master of Science by Research	Degree Certificate
Ph.D	Degree Certificate

Current Students

Current Enrolled Students	Transcript Copy
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BS Online Degree

BS Online Degree /Others	Foundation Level Certificate or Diploma Level Certificate or BSc/BS Degree Certificate or Provisional Certificate. (whichever is applicable)
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CCE/CODE IIT Madras

CCE/CODE IIT Madras	Final Certificate Issued or Certificate of Completion
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Guidelines :

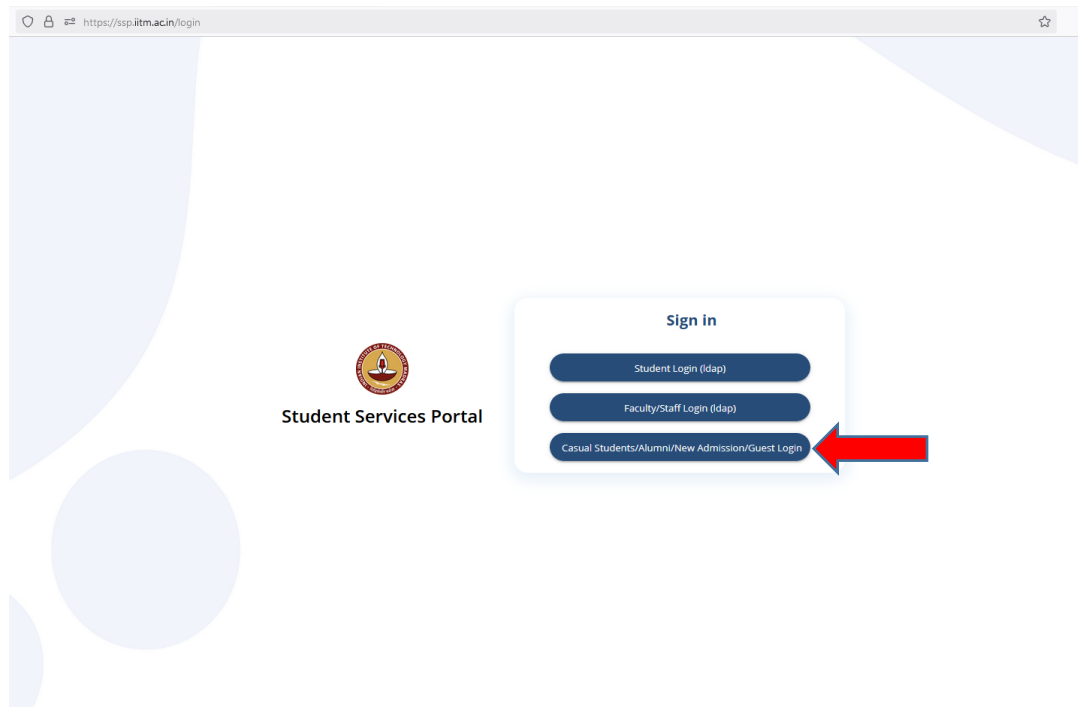
1. The e-mail request with payment made to IIT Madras account **will not be entertained.**
2. The time duration for processing the request is **5 working** days (excluding Saturday & Sunday and declared holidays). We usually respond before 5 working days based on the number of requests received. The calls/emails to expedite the process will not be entertained.
3. The reminder call can be done, if you do not receive the report after 5 working days.
 - Master of Science by Research - 04422578046
 - Ph.D - 04422578043
 - All other programmes - 04422578049
4. If you have any other queries, you can email to
 - Master of Science by Research & Ph.D - resevaluation@smail.iitm.ac.in
 - All other programmes - drcourses@iitm.ac.in
 - Portal payment related queries - sspsupport@smail.iitm.ac.in
5. Refund of the payment will not processed for the **incorrect** requests.

How to raise the education verification request ?

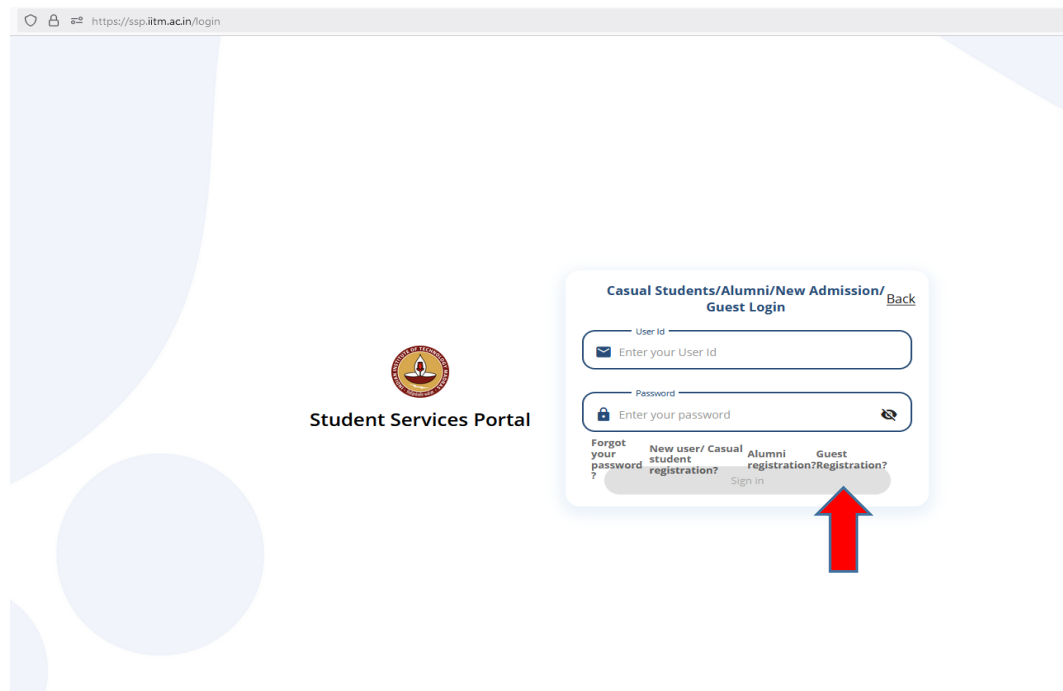
Step 1 : Enter the following website –

<https://ssp.iitm.ac.in/login>

Step 2 : Click on Casual Student/Alumni/New Admission/Guest Login Tab



Step 3 : Click on Guest registration



Step 4 : Enter your email id (used for Login) and verify the same. Enter all the mandatory details and verify the contact email id. To proceed, click submit.

Guest Registration

 Guest Registration

Email -

verify

Name - Date of Birth - Gender - Mobile No -

Third Party Name - Third Party Organization - Third Party Contact Email -


verify

Terms and Conditions
 I agree to the Terms and Conditions
 I agree to the Privacy Policy

Submit

Email and organization Email should not be same

Step 5 : Once registered, Click Casual Student/Alumni/New Admission/ Guest Login Tab. Click “Forgot / Reset your Password ?”

 Student/Staff Services Portal

Casual Students/Alumni/New Admission/ [Back](#)
Guest Login

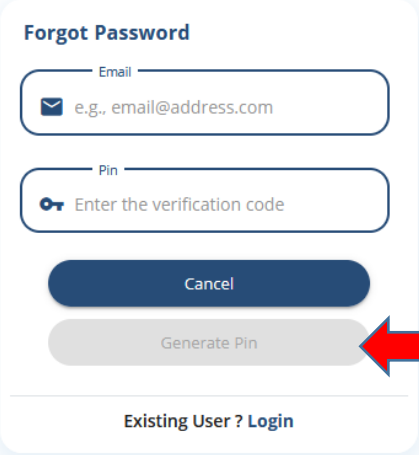
User Id

Password

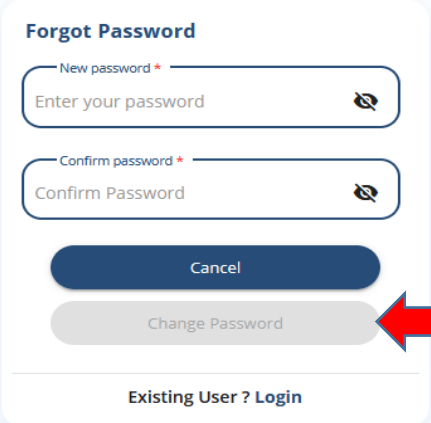
[Forgot your password?](#) [New user/ Casual student registration?](#) [Alumni registration?](#) [Guest registration?Registration?](#)

[Sign in](#)

Step 6 : Enter your email address (login email), click generate PIN and enter verification code and proceed further.



Step 7 : Enter the password in New password tab and confirm password tab and click change password. You have successfully set the password for your email id.



Step 8 : Login using the Casual Student/Alumni/New Admission/ Guest Login Tab.

Used Id – Your email ID

Password – Your password

Step 9 : Click Academic Services tab



Step 10 : Select the service request applicable for you.

The screenshot shows the 'Guest Service Request' form. It contains a table with the following data:

Service	Amount	Mandatory Document Details
Attestation or Genuineness of Degree Certificate and Grade Card from 3 rd party through e-mail_upload in portal (Inside India)	INR.1000	Degree Certificate
Attestation or Genuineness of Degree Certificate and Grade Card from 3 rd party through post in portal (Inside India)	INR.1500	Degree Certificate
Attestation or Genuineness of Degree Certificate and Grade card request from Central & State Governments of India, Government Educational Institutes, Organization	INR.0	Degree Certificate
Attestation or Genuineness of Degree Certificate (Outside India)	\$100	Degree Certificate

Below the table, there is a dropdown menu labeled 'Service Request' with a red arrow pointing to it. Below the dropdown is a text input field labeled 'How do you wish to receive the service? *'. Below that is another text input field labeled 'Amount Payable'. At the bottom, there are '+' and '-' buttons and a 'Note*' section with the following text:

Note*:
1. At least One Service request is mandatory
2. In person copies will be retained only up to 30 days from the date of request.
3. Damaged ID card must be surrendered at the time of collecting the New ID card.#
4. If Payment is ZERO (0) Please click Request Service Button to Proceed Further

Step 11 : Attach the mandatory documents.

The screenshot shows the 'Guest Service Request' form with the 'Attachment' field highlighted. The 'Service Request' dropdown is set to 'Attestation or Genuineness of Degree Certificate and Grade Card from 3 rd party through e-mail_upload in portal (Inside India)'. The 'How do you wish to receive the service? *' field is empty. The 'Attachment' field has a red arrow pointing to the upload icon. Below the attachment field, the 'Programme*' dropdown is set to 'BS'. The 'Other (Email id)*' field is empty. The 'Amount Payable' field is set to '1000'. The 'Total Amount Payable' field is set to '1000.00'.

Step 12 : Select the programme

Programme*
BS

BS ✓


B.Tech

Dual Degree

EMBA

Foreign

MA



Degree	Programme Code to be selected	Identification by Roll No.
Master of Science by Research	M.S (not M.Sc)	XX00S000
Doctor of Philosophy	Ph.D	XX00D000
Master of Science (under Dual Degree Programme) & Doctor of Philosophy	Ph.D	XX00D000

Degree	Programme Code to be selected
Bachelor of Technology	B.Tech
Bachelor of Science	B.S
Bachelor of Technology / Science (under Dual Degree Programme) Master of Technology / Science (under Dual Degree Programme)	Dual Degree
Executive Master of Business Administration	EMBA
Master of Arts & Master of Arts (Five Year Integrated Programme)	MA
Master of Business Administration	MBA
Master of Science	M.Sc
Master of Technology	M.Tech
Post Graduate Diploma	PGD
Others	Non Student

Step 13 : Enter the Roll No. (Ideally it should be 8 digits).

- a) If the student Roll No. is less than 8 digits – add zeros in front of the Roll No. (Eg. 00ME8566)
- b) If the Roll No. is more than 8 digits, please enter first 8 digits. (21F1002555 – enter only 21F10025)




Step 14 : Fill in the Others (email id) and Proceed to Pay.


dummy@gmail.com

1000

1000.00



[Paid List](#)