



The steps and document  
required for academic registration  
at IIT Roorkee:

# The steps for academic registration at IIT Roorkee:

## 1. Process for online Admission-Registration:

Access the URL <https://pgadm.iitr.ac.in/#/account/login>

a) Click on “Register New Account”

b) Log in to the admission portal

(<https://pgadm.iitr.ac.in/#/account/login?returnUrl=%2Fhome>) with the login credentials used during the application submission process.

c) **Personal Information-** Some of the personal details will be auto populated and cannot be edited. Candidates to examine these and fill up the empty fields.

d) **Upload Documents-**

Upload the required documents on the portal given at

**Annexure-II.**

e) **Submit-** Tick on Declaration and submit.

An acknowledgement email will be sent to candidates' registered email id after successful submission of admission registration process.

## Cont...

1. IITR E-mail address and Enrolment number will be provided to the candidates on their registered e-mail IDs on July 17, 2023, only after the completion of the admission registration process and physical document verification.

2. Academic Calendar for Autumn Semester 2023-24:  
[https://iitr.ac.in/Academics/static/Calendar/For\\_all\\_other\\_than\\_MBA\\_Autumn\\_2023-24.pdf](https://iitr.ac.in/Academics/static/Calendar/For_all_other_than_MBA_Autumn_2023-24.pdf)

a. Candidates are advised to check the website/portal/ emails regularly for further updates/information.

3. Contact Details:

(i) For information related to admission registration:  
[admnreg@iitr.ac.in](mailto:admnreg@iitr.ac.in)

For information related to fee structure & hostel allotment:  
[officedosw@iitr.ac.in](mailto:officedosw@iitr.ac.in)

# Cont....



**Note:**



1. The admission- registration will be provisional. Confirmation will be subject to submission of all required documents and verification of it with the original documents on July 11, 2023.



2. No extension beyond the scheduled date and time will be permitted on any ground. The admission of the candidates, who fail to complete the said registration processes (online and physical document verification) as per the schedule, will be cancelled without any notice.

# List of documents Required for Admission Registration

| Sl  | Particulars  |
|-----|--|
| 1.  | Soft copy of color photograph (only in JPEG)   |
| 2.  | Soft copy of signature (only in JPEG)  |
| 3.  | 10 <sup>th</sup> Marksheet/certificate   |
| 4.  | 12 <sup>th</sup> Marksheet/certificate   |
| 5.  | UG Marksheet & Degree/Transcript   |
| 6.  | PG Marksheet & Degree/Transcript (if applicable)   |
| 7.  | Passport   |
| 8.  | Visa   |
| 9.  | A negative HIV test report and Medical Fitness Certificate before landing in this country. |
| 10. | Proof of 1 <sup>st</sup> & 2 <sup>nd</sup> Dose COVID vaccination.                         |

Cont....

Note-

- In case any of the above documents is not available at the time of registration, a self-declaration undertaking (Annexure -III) must be submitted to complete the process, failing which the admission will be cancelled.
- The provisional admission of the candidate will be automatically cancelled if he/she fails to submit the said documents till August 17, 2023 without any notice.

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