



**ACADEMIC OFFICE**  
**NATIONAL INSTITUTE OF TECHNOLOGY**  
**TIRUCHIRAPPALLI - 620 015, TAMIL NADU, INDIA**

**Step-by-step procedure to submit fees through SB Collect /  
Fee\_Verification of Documents**

Online Payment through SB Collect: Link: <https://onlinesbi.sbi.bank.in/sbicollect/>

1. Select Category → Educational Institutions
2. Name of Educational Institutions → NIT TRICHY INSTITUTION FEES.
3. Select payment category → **Fee\_Verification of Documents**
4. The Agency / Company should enter their Name of the Agency / Company / Third party, Name of the student, Roll No., Period of study, Department, Agency / Company Contact no, Agency / Company Email, Certificates to be verified, Amount in INR [*Fixed: Rs.200*], Postal Charges (If applicable), Remarks, Remitter Name, Mobile No, Email ID.
5. Place a tick mark on “**I have read and agreed to the Terms & Conditions**”
6. Enter the text shown in the image as the Captcha.
7. Verify all the entered information before proceeding.
8. Click Next and Proceed for Payment
9. Select the mode of payment (Net Banking, Debit Card, Credit Card, UPI, etc.).
10. Complete the payment process by following the instructions on the payment gateway.
11. After successful payment, download and save the e-receipt generated by SB Collect for future reference.

**Procedure to apply for Education Verification**

1. An Agency / Company can authenticate the details furnished by the students from the National Institute of Technology Tiruchirappalli at the time of joining. For verification of academic certificates of the candidates issued by this institute and student details referred by Private Agencies/Private Companies, the request may be sent by email to [verification@nitt.edu](mailto:verification@nitt.edu)
  - a. Verification fee of Rs. 200/- is to be paid through SB Collect ONLY. The e-receipt is to be submitted along with the request.
  - b. Scanned copy of the document that needs verification.
  - c. Full address including telephone number and e-mail address of the applicant.

If document authentication with institute seal and signature of the authority is required, educational verification can be requested by post / courier along with the DD and Xerox copies of the relevant certificates to

**Academic Office**

National Institute of Technology, Tiruchirappalli  
Tamil Nadu, India - 620 015.

**Note:**

An additional payment of Rs. 800/- is to be made through SB Collect if the authenticated documents are to be forwarded outside India by post. However, it is informed that no processing fee is collected by the institute for verification of the genuineness of certificates of candidates referred by the Embassies / Consulates / State & Central Government Departments / Universities and other Government bodies.

2. Applications submitted on any working day will be processed and completed by the Verification Section within seven working days.