

GUIDELINES TO THE NEWLY ADMITTED SCHOLARS

Greetings!!! Welcome to IIT Madras!!!

1. After receiving the offer of admission letter from the Department, kindly read the offer letter completely and communicate your decision to the department before the due date mentioned in the offer letter.
2. After accepting please make the payment of admission fee as per the amount mentioned in the offer letter. Please note that in the fee payment portal there might be difference in the amount shown. Kindly ignore the amount mentioned in the portal and make the payment against one time fee for newly admitted by manually typing the amount.
3. Your admission fee is exclusive of establishment and hostel related charges. This amount will be collected later on upon receiving directions from the Competent Authorities and through circulars.
4. Once we receive confirmation list from the Department, you will be assigned Smail (common email for students), LDAP user ID and Password (for Workflow access, Moodle registration etc.) will be created and communicated to you.
5. You have to login to the workflow and update the bank account details and address for communication, contact details in the workflow.
6. Circular will be issued towards course registration. Use your LDAP user ID and Password towards course registration.
7. Till you complete two semesters all your communication should be sent to resadmission@iitm.ac.in
8. Regarding Guide allocation, kindly contact the department.
9. For course selection consult with your Guide / HoD.
10. Please contact Research Admission Unit regarding document submission, HTRA activation, Course Registration queries 044 2257 8034.

Best Wishes!!!

Research Admission Unit
IIT Madras