

**TATA INSTITUTE OF SOCIAL SCIENCES
V.N. PURAV MARG, DEONAR, MUMBAI 400 088**

Application For Obtaining Transcripts / Syllabus / Bonafide/ Migration Certificate, Etc.
(For alumni seeking admission in Colleges/Universities or Employment abroad)

1.	Document to be obtained	No. of copies	Amount (processing charges please see overleaf)
a)	Transcript		
b)	Copy of Syllabus		
c)	Bonafide Certificate		
d)	Migration		
e)	Duplicate Consolidated Grade Card (If lost, attach original Police FIR Copy)		
f)	Duplicate Degree Certificate (If lost, attach original Police FIR Copy)		
g)	Postal Charges (Rs.150/- within India and Rs. 1500 for outside India) / Collect Personally	Rs.	
	TOTAL (consolidated amount to be sent by Bank Transfer)	Rs.	
2.	NAME OF STUDENT (in BLOCK letters as per Institute records)		
3.	Enrollment Number		
4.	Date of Birth (Copy of ID Proof)		
5.	Name of the Father (in BLOCK letters as per Institute records)		
6.	Name of the Mother (in BLOCK letters as per Institute records)		
7.	Name of the Programme & Specialisation		
8.	Period of Study at the Institute		
9.	Name of Department/School/Centre		
10.	Name of Degree/Diploma/Certificate obtained		
11.	Year of Passing the Final Examination		
12.	Telephone/Mobile Number and Email id		
13.	Details of Bank Transfer to TISS SBI Account (Name of Bank, Amount, Date, Journal Number – attach Transaction Receipt)		
14.	Complete Postal Address with Pin Code for receiving the documents :		

Date:

Signature of the Alumni (Applicant)

Processing Charges:

Document	Amount	
	For those Living in India	For those Living Abroad
Original Degree Certificate, Grade Card and Testimonial to those who could not collect at the time of Annual Convocation.	Rs. 500 (if requested in the same year of Convocation). Additional Rs. 500 for every year of lapse (if requested after more than one year)	US\$50 (if requested in the same year of Convocation). Additional US\$ 50 for every year of lapse (if requested after more than one year)
Duplicate Degree Certificate, Grade Card to those who might have lost the original.	For alumni who graduated within last 5 years: Rs. 500 per each document	For alumni who graduated within last 5 years: US\$ 50 per each document
	For alumni who graduated beyond last 5 years: Rs. 1,000 per each document	For alumni who graduated beyond last 5 years: US\$ 100 per each document
Original Transcripts to the alumni seeking admission in Colleges/ Universities abroad or any other such purposes.	For alumni who graduated within last 5 years: Rs. 500 for first copy and Rs. 100 for each additional copy.	For alumni who graduated within last 5 years: US\$ 50 for first copy and US\$ 10 for each additional copy.
	For alumni who graduated beyond last 5 years: Rs. 1,000 for first copy and Rs. 100 for each additional copy.	For alumni who graduated beyond last 5 years: US\$ 100 for first copy and US\$ 10 for each additional copy.
Copy of Syllabus (extract from Prospectus corresponding to students batch)	For alumni who graduated within last 5 years: Rs. 500 per copy	For alumni who graduated within last 3 years: US\$ 50 per copy
	For alumni who graduated beyond last 5 years: Rs. 1,000 per copy	For alumni who graduated beyond last 3 years: US\$ 100 per copy
Migration Certificate to the alumni seeking admission in other Colleges/Universities	Rs. 500	US\$ 50
Bonafide Certificate to the alumni seeking admission in other Colleges/Universities	Rs. 500	US\$ 50
Verification of Degree/Grade Card of alumni by any other Agency/Organisation	Rs. 1000	US\$ 100
Postage for Transcript within India / Abroad	Rs. 150 (India)	Rs. 1500 (Outside India)

Enclosures along with Application:

1. Photocopy of Degree Certificate and Consolidated Grade Card in pdf format.
2. Transaction Receipt / Copy of Bank Transfer / snapshot of Bank Transfer.

Instructions for obtaining Transcripts / others documents

1. Please carefully read the instructions before filling the application form. Kindly give us at least 15 working days to process your application. For Duplicate Consolidated Grade Card and Degree Certificate we will require 30 working days.
2. Forward scanned copies of the following to initiate your request: a) Application form along with photocopy of Degree Certificate & Grade Card; b) Copy of Transaction Receipt.
3. In case of more than one transcript is required, each transcript will be inserted in a small envelope and then the small envelopes together will be placed in a large envelope and despatched by Speed Post / Courier. The postal charges will remain the same.
4. Kindly make payment through online bank transfer and send Transaction Receipt. The charges can also be paid at the TISS Cash Counter from 10.30 am to 3.00 pm (Monday to Friday) .
5. Transcripts will be dispatched only after receiving your application along with requisite enclosures.
6. Bank Details for Transfer of Money

a) For remittance of charges from within India.

Account holder name : TATA INSTITUTE OF SOCIAL SCIENCES
Account no : 10895954226
Bank Name : State Bank of India
Bank Address : State Bank of India, Deonar Branch,
Sion-Trombay Road, Deonar, V .N. Purav Marg
Opp. Deonar Bus Depot Mumbai-400088
IFS Code : SBIN0003109 :
Branch Code : 03109

b) For remittance of charges from outside India.

Account holder name : TATA INSTITUTE OF SOCIAL SCIENCES
Account no : 10895954226
Bank Name : State Bank of India, Chembur Branch
Bank Address : 18th Road, Near Ambedkar Udyan , Chembur,
Mumbai- 400071
Swift Code No. : SBI-NIN-BB514
Branch code : 0533

(The SWIFT code is of Chembur Branch. Hence remittance of funds is through Chembur Branch.)

Application should be directly forwarded to:

For M.Phil / Ph.D.	For Post-Graduate	For Diploma/Certificate
Ms. Susheela Ashok Section Officer (DSO) Tel: 022-2552 5641 susheela@tiss.edu	Mr. Mustafa Momin Assistant Registrar(Academic) Tel: 022-25525265 transcript@tiss.edu	Mr. Dilip Kale STP Section Tel: 022-2552 5253 stp@tiss.edu
Address: Tata Institute of Social Sciences, V. N. Purav Marg, Deonar, Mumbai 400 088, Maharashtra, INDIA.		

Tuljapur Campus	Hyderabad Campus	Guwahati Campus
Mr. Satteppa Y.D. Incharge, Academic Section Tata Institute of Social Sciences Apsinga Road, Tuljapur – 413601, District - Osmanabad, Maharashtra, India. Tel: 9270105222/23/24/25/26 satteppa@tiss.edu	Ms. Sumangaly K.R. Programme Officer Tata Institute of Social Sciences S.R Sankaran Block, TSIRD Campus,Rajendranagar, Hyderabad, Telangana - 500030 Tel: 91-40- 24017701/02/03 sumangaly@tiss.edu	Ms. Chayanika Das Administrative Officer Tata Institute of Social Sciences Tetalia Road, Behind Assam Science and Technology University, Jalukbari, Guwahati, Assam - 781013 Tel: 0361-2739500 chayanika.das@tiss.edu

You may contact the following authorities in case of escalation:

Dr. C.P. Mohan Kumar Registrar Tata Institute of Social Sciences V. N. Purav Marg, Deonar, Mumbai 400 088 (Maharashtra, INDIA) Tel. No. 022-2552 5205, registrar@tiss.edu	Prof. (Ms.) Asha Banu Dean, Students' Affairs Tata Institute of Social Sciences V. N. Purav Marg, Deonar, Mumbai 400 088 (Maharashtra, INDIA) Tel No. 022-2552 5465, ashabanu@tiss.edu
---	---