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**
---|---|---
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:

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Date: ___________________________  
Signature of the Alumni (Applicant)
## Processing Charges:

<table>
<thead>
<tr>
<th>Document</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>For those Living in India</strong></td>
<td><strong>For those Living Abroad</strong></td>
</tr>
<tr>
<td>Original Degree Certificate, Grade Card and Testimonial to those who could not collect at the time of Annual Convocation.</td>
<td>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)</td>
</tr>
<tr>
<td>Duplicate Degree Certificate, Grade Card to those who might have lost the original.</td>
<td>For alumni who graduated within last 5 years: Rs. 500 per each document</td>
</tr>
<tr>
<td></td>
<td>For alumni who graduated beyond last 5 years: Rs. 1,000 per each document</td>
</tr>
<tr>
<td>Original Transcripts to the alumni seeking admission in Colleges/Universities abroad or any other such purposes.</td>
<td>For alumni who graduated within last 5 years: Rs. 500 for first copy and Rs. 100 for each additional copy.</td>
</tr>
<tr>
<td></td>
<td>For alumni who graduated beyond last 5 years: Rs. 1,000 for first copy and Rs. 100 for each additional copy.</td>
</tr>
<tr>
<td>Copy of Syllabus (extract from Prospectus corresponding to students batch)</td>
<td>For alumni who graduated within last 5 years: Rs. 500 per copy</td>
</tr>
<tr>
<td></td>
<td>For alumni who graduated beyond last 5 years: Rs. 1,000 per copy</td>
</tr>
<tr>
<td>Migration Certificate to the alumni seeking admission in other Colleges/Universities</td>
<td>Rs. 500</td>
</tr>
<tr>
<td>Bonafide Certificate to the alumni seeking admission in other Colleges/Universities</td>
<td>Rs. 500</td>
</tr>
<tr>
<td>Verification of Degree/Grade Card of alumni by any other Agency/Organisation</td>
<td>Rs. 1000</td>
</tr>
<tr>
<td>Postage for Transcript within India / Abroad</td>
<td>Rs. 150 (India)</td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>For M.Phil / Ph.D.</th>
<th>For Post-Graduate</th>
<th>For Diploma/Certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms. Susheela Ashok</td>
<td>Mr. Mustafa Momin</td>
<td>Mr. Dilip Kale</td>
</tr>
<tr>
<td>Section Officer (DSO)</td>
<td>Assistant Registrar(Academic)</td>
<td>STP Section</td>
</tr>
<tr>
<td>Tel: 022-2552 5641</td>
<td>Tel: 022-25525265</td>
<td>Tel: 022-2552 5253</td>
</tr>
<tr>
<td><a href="mailto:susheela@tiss.edu">susheela@tiss.edu</a></td>
<td><a href="mailto:transcript@tiss.edu">transcript@tiss.edu</a></td>
<td><a href="mailto:stp@tiss.edu">stp@tiss.edu</a></td>
</tr>
</tbody>
</table>

Address: Tata Institute of Social Sciences, V. N. Purav Marg, Deonar, Mumbai 400 088, Maharashtra, INDIA.

Tuljapur 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

Hyderabad Campus

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

Guwahati Campus

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