

# **ALUMNI**

*Downloadable Application Formats for :*

<b>Form I</b>	<b>Original Degree Certificate, Grade Card and Testimonial</b>
<b>Form II</b>	<b>Duplicate Degree Certificate and Grade Card</b>
<b>Form III</b>	<b>Transcripts</b>
<b>Form IV</b>	<b>Migration Certificate</b>
<b>Form V</b>	<b>Bonafide Certificate</b>
<b>Form VI</b>	<b>Verification of Degree and Grade Card</b>

# GENERAL INFORMATION FOR ALUMNI

*On payment of prescribed fee the institute may issue :*

1. **Original Degree Certificate, Grade Card and Testimonial** to those who could not collect the same at the Annual Convocation.
2. **Duplicate Degree Certificate, Grade Card** to those who might have lost the original.
3. **Original Transcripts** to the alumni seeking admission in Colleges/Universities abroad or any other such purposes. Bonafide Certificate and Copy of Syllabus would be issued if required along with transcripts
4. **Migration certificate** (on demand) to the alumni seeking admission in other Colleges/Universities.
5. **Bonafide certificate** (on demand) to the alumni seeking admission in other Colleges/Universities.
6. **Verification of Degree/Grade Card** of alumni by any other Agency/Organisation.

*Format for Application :*

The student/alumni is required to send the Application in the format given below which can be downloaded from the website. The student may send a scanned copy of Application duly filled in, by email for initiating the process. However, the documents would be dispatched only after receipt of the Application (hard copy) along with requisite fees:

*Processing Charges:*

DOCUMENT	AMOUNT	
	For those living in India	For those living Abroad
1. Original Degree Certificate, Grade Card and Testimonial to those who could not collect the same at the Annual Convocation.	<b>Rs.500/-</b> (if requested in the same year of Convocation) <b>@ Rs.500/-</b> for every year of lapse (if requested after more than one year)	<b>US \$50</b> (if requested in the same year of Convocation) <b>@ US \$50</b> for every year of lapse (if requested after more than one year)
2. Duplicate Degree Certificate, Grade Card to those who might have lost the original.	<ul style="list-style-type: none"> <li>• <i>For alumni who passed within last 5 years:</i> <b>Rs.500/-per each document</b></li> <li>• <i>For alumni who passed beyond last 5 years:</i> <b>Rs.1000 per each document</b></li> </ul>	<ul style="list-style-type: none"> <li>• <i>For alumni who passed within last 5 years:</i> <b>US \$50 per each document</b></li> <li>• <i>For alumni who passed beyond last 5 years:</i> <b>US \$100 per each document</b></li> </ul>

DOCUMENT	AMOUNT	
	For those living in India	For those living Abroad
3. Original Transcripts to the alumni seeking admission in Colleges/Universities abroad or any other such purposes.	<ul style="list-style-type: none"> <li>For alumni who passed within last 5 years: <b>Rs.500/-per copy</b></li> <li>For alumni who passed beyond last 5 years: <b>Rs.1000/- per copy</b></li> </ul>	<ul style="list-style-type: none"> <li>For alumni who passed within last 5 years: <b>US \$50 per copy</b></li> <li>For alumni who passed beyond last 5 years: <b>US \$100 per copy</b></li> </ul>
4. Copy of Syllabus (extract from the Prospectus of the Batch, the student belongs to)	<ul style="list-style-type: none"> <li>For alumni who passed within last 5 years: <b>Rs.500/-per copy</b></li> <li>For alumni who passed beyond last 5 years: <b>Rs.1000/- per copy</b></li> </ul>	<ul style="list-style-type: none"> <li>For alumni who passed within last 5 years: <b>US \$50 per copy</b></li> <li>For alumni who passed beyond last 5 years: <b>US \$100 per copy</b></li> </ul>
5. Migration certificate (on demand) to the alumni seeking admission in other Colleges/Universities.	<b>Rs.500/-</b>	<b>US \$50</b>
6. Bonafide certificate (on demand) to the alumni seeking admission in other Colleges/Universities.	<b>Rs.500/-</b>	<b>US \$50</b>
7. Verification of Degree/Grade Card of alumni by any other Agency/Organisation	<b>Rs.1000/-</b>	<b>US \$100</b>

The application should be sent along with a Demand draft with requisite fee, drawn in favour of "TATA INSTITUTE OF SOCIAL SCIENCES" payable at MUMBAI either on State Bank of India, Deonar (Branch Code : 3109) or at Central Bank of India, Deonar ( Branch Code : 0281725).

***Application should be sent directly to :***

<b>For all M.Phil./Ph.D./Post graduate/Diploma/Certificate Programmes</b>
<b>Shri H.G. Bhise,</b> <b>Deputy Registrar</b> <b>Tata Institute of Social Sciences, V.N. Purav Marg, Deonar, Mumbai 400 088</b> <b>Tel.No. 25563290 – 96 (Extn. 225) / (O) 09223214955 (Mobile)</b> <b>E-mail : <a href="mailto:bhise@tiss.edu">bhise@tiss.edu</a></b>

**In case of any further information/help, please contact :**

Shri Sandeep Chatterjee Registrar Tata Institute of Social Sciences, V.N. Purav Marg, Deonar, Mumbai 400 088 Phone: 25563290-96 (Extn. 203) (O) , 09223214953 Email: <a href="mailto:schatterjee@tiss.edu">schatterjee@tiss.edu</a>	Prof. (Ms.) Nasreen Rustomfram Dean (Students' Affairs) Tata Institute of Social Sciences, V.N. Purav Marg, Deonar, Mumbai 400 088 Phone: 25563290-96 (Extn. 680) (O) ,09223300722 Email: <a href="mailto:nasreen_r@tiss.edu">nasreen_r@tiss.edu</a>
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**TATA INSTITUTE OF SOCIAL SCIENCES**  
DEONAR, MUMBAI 400088

**APPLICATION FOR OBTAINING DEGREE CERTIFICATE AND GRADE CARD & TESTIMONIAL (IN ABSENTIA)** *(to those who could not collect the same at the Convocation.)*

1	NAME OF STUDENT (in block letters as given in Institute Record)	
2	Enrollment Number	
3	Name of the Programme & Specialisation	
4	Period of study at the Institute	
5	Name of Department/Centre/School	
6	Year of passing the final examination	
7	Postal Address with Pin Code for sending the Original Documents (Please mention Telephone/Mobile No. and your Email ID also)	
8	Name of Bank, Branch, Date, Demand Draft No.	

**In Absentia Fee:**

- ***If requested in the same year of Convocation:*** Rs.500/- for those living in India and US \$50 for those living abroad.
- ***If requested after one year:*** @Rs.500/- for every year of lapse for those living in India and @US \$50 for every year of lapse for those living abroad.

The Demand draft should be drawn in favour of "TATA INSTITUTE OF SOCIAL SCIENCES" payable at MUMBAI either on State Bank of India, Deonar, Mumbai 400 088 (Branch Code : 3109) **or** at Central Bank of India, Deonar, Mumbai 400 0788 ( Branch Code : 0281725).

***Enclosures along with Application :***

1. Demand Draft with requisite fee.
2. No Dues Certificate (duly completed).

Signature of the Student

**(P.T.O)**

*Application should be sent directly to :*

**For all M.Phil/P.hD. Post graduate/Diploma/Certificate Programmes**

**Shri H.G. Bhise,  
Deputy Registrar  
Tata Institute of Social Sciences,  
V.N. Purav Marg, Deonar,  
Mumbai 400 088  
Tel.No. 25563290 – 96 (Extn. 225) / (O) 09223214955 (Mobile)  
E-mail : [bhise@tiss.edu](mailto:bhise@tiss.edu)**

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Phone: 25563290-96 (Extn. 203) (O) , 09223214953  
Email: [schatterjee@tiss.edu](mailto:schatterjee@tiss.edu)

Prof. (Ms.) Nasreen Rustomfram  
Dean (Students' Affairs)  
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Email: [nasreen\\_r@tiss.edu](mailto:nasreen_r@tiss.edu)

**TATA INSTITUTE OF SOCIAL SCIENCES**  
DEONAR, MUMBAI 400088

**APPLICATION FOR OBTAINING DUPLICATE DEGREE CERTIFICATE AND GRADE CARD**  
(in case of loss etc. of original documents)

1	NAME OF STUDENT (in block letters as recorded in the Institute Record)	
2	Enrollment Number	
3	Name of the Programme & Specialisation	
4	Period of study at the Institute	
5	Name of Department/Centre/School	
6	Year of passing the final examination	
7	Degree/Diploma/Certificate obtained	
8	Postal Address with Pin Code for sending the Duplicate Documents (Please mention Telephone/Mobile No. and your Email ID also)	
9	Name of Bank, Branch, Date, Demand Draft No.	

**Processing Charges:**

- **For alumni who passed within last 5 academic years:** Rs.500/- for each of lost Document for those living in India and US \$50 for each of lost document for those living abroad.
- **For alumni who passed beyond last 5 years:** Rs.1000/- for each of lost document for those living in India and US \$100 for each of lost document for those living abroad.

The Demand draft should be drawn in favour of "TATA INSTITUTE OF SOCIAL SCIENCES" payable at MUMBAI either on State Bank of India, Deonar (Branch Code : 3109) or at Central Bank of India, Deonar, Mumbai 400 088 ( Branch Code : 0281725).

**Enclosures along with Application :**

1. Demand Draft with requisite fee.
2. Photo copies of Degree Certificate and Grade Card.
3. An affidavit before a Court of Law for loss/theft.
4. A copy of FIR from local Police Station/Department of Home Affairs & Security
5. A copy of press cutting, listed in local newspaper about the facts stating such loss.

Date:

Signature of the Alumni(Applicant)

**(P.T.O)**

***Application should be sent directly to :***

**For all M.Phil/Ph.D./Post graduate/Diploma/Certificate/Research Programmes**

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E-mail : [bhise@tiss.edu](mailto:bhise@tiss.edu)**

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Email: [nasreen\\_r@tiss.edu](mailto:nasreen_r@tiss.edu)

**TATA INSTITUTE OF SOCIAL SCIENCES**  
DEONAR, MUMBAI 400088

**APPLICATION FOR OBTAINING TRANSCRIPTS** (to the alumni seeking admission in Colleges/Universities or Employment abroad)

1	NAME OF STUDENT (in block letters as given in Institute Record)	
2	Enrollment Number	
3	Name of the Programme & Specialisation	
4	Period of study at the Institute	
5	Name of Department/Centre/School	
6	Year of passing the final examination	
7	Degree/Diploma/Certificate obtained	
8	Postal Address with Pin Code for sending Transcripts (Please mention Telephone/Mobile No. and your Email ID also)	
9	Name of Bank, Branch, Date, Demand Draft No.	
10	Purpose of obtaining the Transcripts	

**Processing Charges:**

- **For alumni who passed within last 5 years:** Rs.500/- per copy of transcript for those living in India and US \$50 per copy for those living abroad.
- **For alumni who passed beyond last 5 years:** Rs.1000/-per copy of transcript for those living in India and US \$100 per copy for those living abroad.

**Additional Charges (if the following documents are required along with Transcripts):**

1. **Bonafied Certificate:** Rs.500/- or US \$50 for those living abroad (within 5 years of passing). Rs.1000/- or US \$100 for those living abroad (beyond 5 years of passing).
2. **Copy of Syllabus:** Rs.500/- or US \$50 for those living abroad (within 5 years of passing). Rs.1000/- or US \$100 for those living abroad (beyond 5 years of {Passing}).

The Demand draft should be drawn in favour of "TATA INSTITUTE OF SOCIAL SCIENCES" payable at MUMBAI either on State Bank of India, Deonar, Mumbai 400 088 (Branch Code : 3109) or at Central Bank of India, Deonar, Mumbai 400 088 ( Branch Code : 0281725).

**(P.T.O)**

***Enclosures along with Application :***

1. Demand Draft with requisite fee.
2. Photo copies of Degree Certificate and Grade Card.

Signature of the Alumni(applicant)

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**Note:** The student may send the requisition by email for initiating the process. However, the documents would be dispatched only after receipt of Application (hard copy) along with requisite enclosures

***Application should be sent directly to :***

<b>For all M.Phil/Ph.D./Post graduate/Diploma/Certificate Programmes</b>
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<p><b>Shri H.G. Bhise,</b> <b>Deputy Registrar</b> <b>Tata Institute of Social Sciences,</b> <b>V.N. Purav Marg, Deonar,</b> <b>Mumbai 400 088</b> <b>Tel.No. 25563290 – 96 (Extn. 225) / (O) 09223214955 (Mobile)</b> <b>E-mail : bhise@tiss.edu</b></p>
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***In case of any further information/help, please contact :***

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**TATA INSTITUTE OF SOCIAL SCIENCES**  
**DEONAR, MUMBAI 400088**

**APPLICATION FOR OBTAINING MIGRATION CERTIFICATE** (to the alumni seeking admission in Colleges/Universities in India/Abroad)

1	NAME OF STUDENT (in block letters as given in Institute Record)	
2	Enrollment Number	
3	Date of Birth	
4	Name of the Programme & Specialisation	
5	Period of study at the Institute	
6	Name of Department/Centre/School	
7	Year of passing the final examination	
8	Degree/Diploma/Certificate obtained	
9	Postal Address with Pin Code for sending the Migration Certificate (Please mention Telephone/Mobile No. and your Email ID also)	
10	Name of Bank, Branch, Date, Demand Draft No.	

**Processing Charges:**

- **Rs.500/-** for those living in India and US \$50 for each of lost document for those living abroad.
- The Demand draft should be drawn in favour of "TATA INSTITUTE OF SOCIAL SCIENCES" payable at MUMBAI either on State Bank of India, Deonar (Branch Code : 3109) or at Central Bank of India, Deonar ( Branch Code : 0281725).

***Enclosures along with Application :***

1. Demand Draft with requisite fee.
2. Photo copies of Degree Certificate and Grade Card.
3. Photo copy each of Proof of Date of Birth

Signature of the Alumni (applicant)

**(P.T.O)**

*Application should be sent directly to :*

**For M.Phil/Ph.D./Post graduate/Diploma/Certificate Programmes**

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Deputy Registrar  
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E-mail : [bhise@tiss.edu](mailto:bhise@tiss.edu)**

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Phone: 25563290-96 (Extn. 680) (O) , 09223300722  
Email: [nasreen\\_r@tiss.edu](mailto:nasreen_r@tiss.edu)

**TATA INSTITUTE OF SOCIAL SCIENCES**  
**DEONAR, MUMBAI 400088**

**APPLICATION FOR OBTAINING BONAFIDE CERTIFICATE** (to the alumni seeking admission in Colleges/Universities in India)

1	NAME OF STUDENT (in block letters as given in Institute Record)	
2	Enrollment Number	
3	Name of the Programme & Specialisation	
4	Period of study at the Institute	
5	Name of Department/Centre/School	
6	Year of passing the final examination	
7	Degree/Diploma/Certificate obtained	
8	Postal Address with Pin Code for sending the Bonafide Certificate (Please mention Telephone/Mobile No. and Email ID also)	
9	Name of Bank, Branch, Date, Demand Draft No.	
10	Purpose of obtaining the Bonafide Certificate	

**Processing Charges:**

- **Rs.500/-** for those living in India and US \$50 for each of lost document for those living abroad.
- The Demand draft should be drawn in favour of "TATA INSTITUTE OF SOCIAL SCIENCES" payable at MUMBAI either on State Bank of India, Deonar, Mumbai 400 088. (Branch Code:3109) **or** at Central Bank of India, Deonar, Mumbai 400 088 ( Branch Code : 0281725).

***Enclosures along with Application :***

1. Demand Draft with requisite fee.
2. Photo copy each of Degree Certificate and Grade Card.

Signature of the Alumni (applicant)  
**(P.T.O)**

*Application should be sent directly to :*

**For all M.Phil/Ph.D./Post graduate/Diploma/Certificate Programmes**

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Deputy Registrar  
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E-mail : [bhise@tiss.edu](mailto:bhise@tiss.edu)**

*In case of any further information/help, please contact :*

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Registrar  
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Mumbai 400 088  
Phone: 25563290-96 (Extn. 203) (O) , 2558 7162 (R)  
Email : [schatterjee@tiss.edu](mailto:schatterjee@tiss.edu)

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Tata Institute of Social Sciences,  
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Mumbai 400 088  
Phone: 25563290-96 (Extn. 680) (O) , 093223300722  
Email: [nasreen\\_r@tiss.edu](mailto:nasreen_r@tiss.edu)

**TATA INSTITUTE OF SOCIAL SCIENCES**  
DEONAR, MUMBAI 400088

**APPLICATION FOR VERIFICATION OF DOCUMENTS OF ALUMNI**

**DETAILS OF THE STUDENT REQUIRED:**

1	NAME OF STUDENT (in block letters as given in Institute Record)	
2	Enrollment Number	
3	Date of Birth	
4	Name of the Programme & Specialisation	
5	Period of study at the Institute	
6	Name of Department/Centre/School	
7	Year of passing the final examination	
8	Degree/Diploma/Certificate obtained	
9	Name and Designation of the person seeking the Information/Verification	
10	Name of the Incharge of the Agency/Organisation seeking the information of the student (Please mention Telephone/Mobile No., Fax No. and your Email ID of the Incharge)	
11	Purpose for the information requested for	
12	Name of Bank, Branch, Date, Demand Draft No.	

**Processing Charges:**

- **Rs.1000/-** for the Agency/Organisation within India and US \$100 for the Agency/Organisation abroad.
- The Demand draft should be drawn in favour of "TATA INSTITUTE OF SOCIAL SCIENCES" payable at MUMBAI either on State Bank of India, Deonar, Mumbai 400 088 (Branch Code :3109 ) **or** at Central Bank of India, Deonar, Mumbai 400 088 ( Branch Code :0281725 ).

**Enclosures along with Application :**

1. Demand Draft with requisite fee.
2. Photo copies of Degree Certificate and Grade Card of the alumni.
3. Authorisation letter from the alumni to seek such information from the Institute.

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Date & Seal of the Agency/Organisation

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Name and Signature of the Designator  
**(P.T.O)**

***Application should be sent directly to :***

**For all M.Phil/Ph.D./Post graduate/Diploma/Certificate Programmes**

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