

TATA INSTITUTE OF SOCIAL SCIENCES
V.N. PURAV MARG, DEONAR, MUMBAI 400 088
Application For Obtaining Transcripts / Syllabus / Bonafide/ Migration Certificate, Etc.
(To the alumni seeking admission in Colleges/Universities or Employment abroad)

1.	Document to be obtained	No. of copies	Rs.
a)	Transcript (Rs. 500 for first copy & Rs. 100 for each additional copy)		
b)	Copy of Syllabus (Rs. 500/- per copy)		
c)	Bonafide Certificate (Rs. 500/- per copy)		
d)	Migration (Rs.500/-) (Issued only one copy)		
e)	Duplicate Consolidated Grade Card (Rs.500/-) if you loose, attach original Police FIR Copy		
f)	Duplicate Degree Certificate (Rs.500/-) if you loose, attach original Police FIR Copy		
g)	Postal Charges (Rs.150/- within India and Rs. Rs. 1500 for outside India)	Rs.	
	TOTAL (consolidated amount to be sent by Rs. DD/Bank Transfer)	Rs.	
2.	NAME OF STUDENT (in BLOCK letters as recorded in the Institute Record)		
3.	Enrollment Number		
4.	Date of Birth		
5.	Name of the programme & Specialisation		
6.	Period of Study at the Institute		
7.	Name of Department/School/Centre		
8.	Name of Degree/Diploma/Certificate obtained		
9.	Year of Passing the Final Examination		
10.	Telephone/Mobile Number and Email id		
11.	Details of Demand Draft (Name of Bank, Branch, Date, Amount & DD Number – attach photocopy)		
12.	Details of Bank Transfer to TISS SBI Account (Name of Bank, Amount, Date, Journal Number – attach photocopy of pay-in-slip)		
13.	Postal Address with Pin Code for sending the documents		

Date:

Signature of the Alumni (Applicant)

Enclosures along with Application:

1. Photocopy of Degree Certificate and Consolidated Grade Card
2. Demand Draft / Copy of Bank Transfer

Instructions for obtaining Transcripts / others documents

1. Before filling the application form, please carefully read the instructions. Kindly give us at least 15 days to process your application.
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 DD / challan / Bank transfer of charges paid.
3. For transcripts, the charges are Rs.500/- for first copy and for remaining copies Rs.100/- each. Postal charges are Rs.150/- for national (within India) & Rs.1500/- for international destination. If 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. The postal charges will remain the same.
4. The charges for copy of Syllabus or Bonafide Certificate is Rs.500/-. Postal charges will remain same, if copy of syllabus is to be sent on the same address as transcript.
5. The charges for Migration or Duplicate Consolidated Grade Card or Duplicate Degree Certificate is Rs. 500/- . Postal Charges are Rs. 150/- for national and Rs.1500/- for international destination.
6. Kindly make payment through Bank transfer and send pay-in-slip (details of Bank, amount, date and Journal no.) OR Demand Draft in favour of 'Tata Institute of Social Sciences', payable at Mumbai. The charges can also be paid at the TISS Cash Counter from 10.30 am to 3.00 pm (Monday to Friday) .
7. Transcripts will be dispatched, only after receiving your original application (hard copy) along with requisite enclosures.
8. 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) Tata Institute of Social Sciences V.N. Purav Marg Deonar, Mumbai 400 088 (Maharashtra, INDIA) Tel: 022-2552 5641 susheela@tiss.edu	Mr. Vijay Gimonkar Section officer (Academic) Tata Institute of Social Sciences V. N. Purav Marg Deonar, Mumbai 400 088 (Maharashtra, INDIA) Tel: 022-25525262 gimonkar@tiss.edu	Mr. Dilip Kale STP Section Tata Institute of Social Sciences V. N. Purav Marg Deonar, Mumbai 400 088 (Maharashtra, INDIA) Tel: 022-2552 5253 stp@tiss.edu

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

Mr. 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, mohankumar@tiss.edu	Prof. P.K. Shajahan Dean (Students' Affairs) Tata Institute of Social Sciences V. N. Purav Marg, Deonar, Mumbai 400 088 (Maharashtra, INDIA) Tel No. 022-2552 5477, shajahan@tiss.edu
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