

**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. (processing charges please see overleaf)
a)	Transcript		
b)	Copy of Syllabus		
c)	Bonafide Certificate		
d)	Migration		
e)	Duplicate Consolidated Grade Card if you loose, attach original Police FIR Copy		
f)	Duplicate Degree Certificate if you loose, 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 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 (Copy of ID Proof)		
5	Name of the Father (in BLOCK letters as recorded in the Institute Record)		
6	Name of the Mother (in BLOCK letters as recorded in the Institute Record)		
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 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)

## PROCESSING CHARGES

<b>Document</b>	<b>Amount</b>	
	<b>For those Living in India</b>	<b>For those Living Abroad</b>
Original Degree Certificate, Grade Card and Testimonial to those who could not collect the same at tile 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 per copy	For alumni who graduated within last 5 years: US.S 50 per copy
	For alumni who graduated beyond last 5 years: Rs. 1,000 per copy	For alumni who graduated beyond last 5 years: US\$ 100 per copy
Copy of Syllabus (extract from the Prospectus of the Batch, the student belongs to)	For alumni who graduated within last 5 years: Rs. 500 per copy	For alumni who graduated within last 3 years: US\$ 50 her 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 (on demand) to the alumni seeking admission in other Colleges/ Universities	Rs 500	US\$50
Bonafide Certificate (on demand) to the alumni seeking admission in other Colleges/ Universities	Rs 500	US\$ 100
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
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/- ( Graduated within last 5 years) / Rs. 1000/- (Graduated beyond last 5 years) 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:**

<b>For M.Phil / Ph.D.</b>	<b>For Post-Graduate</b>	<b>For Diploma/Certificate</b>
<p><b>Ms. Susheela Ashok</b> <b>Section Officer (DSO)</b> Tata Institute of Social Sciences V.N. Purav Marg Deonar, Mumbai 400 088 (Maharashtra, INDIA) Tel: 022-2552 5641 <a href="mailto:susheela@tiss.edu">susheela@tiss.edu</a></p>	<p><b>Mr. Mustafa Momin</b> <b>Assistant Registrar (Academic)</b> Tata Institute of Social Sciences V. N. Purav Marg Deonar, Mumbai 400 088 (Maharashtra, INDIA) Tel: 022-25525211 <a href="mailto:mustafa@tiss.edu">mustafa@tiss.edu</a></p>	<p><b>Mr. Dilip Kale</b> <b>STP Section</b> Tata Institute of Social Sciences V. N. Purav Marg Deonar, Mumbai 400 088 (Maharashtra, INDIA) Tel: 022-2552 5253 <a href="mailto:stp@tiss.edu">stp@tiss.edu</a></p>

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

<p><b>Dr. C P Mohan Kumar</b> <b>Registrar</b> Tata Institute of Social Sciences V. N. Purav Marg, Deonar, Mumbai 400 088 (Maharashtra, INDIA) Tel. No. 022-2552 5205 <a href="mailto:mohankumar@tiss.edu">mohankumar@tiss.edu</a></p>	<p><b>Prof. (Ms.) Asha Banu</b> <b>Dean (Students' Affairs)</b> Tata Institute of Social Sciences V. N. Purav Marg, Deonar, Mumbai 400 088 (Maharashtra, INDIA) Tel No. 022-2552 5465 <a href="mailto:ashabanu@tiss.edu">ashabanu@tiss.edu</a></p>
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