

TATA INSTITUTE OF SOCIAL SCIENCES
V.N. PURAV MARG, DEONAR, MUMBAI 400088

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

S.N.	Document to be obtained	No. of copies	Amount (processing charges please see overleaf)
1.	Transcript		
2.	Copy of Syllabus / Course Information Form (Expected Outcomes)		
3.	Bonafide Certificate		
4.	Migration		
5.	Duplicate Consolidated Grade Card (If lost, attach original Police FIR Copy)		
6.	Duplicate Degree Certificate (If lost, attach original Police FIR Copy)		
7.	Postal Charges (Rs.200/- within India and Rs. 2500 for outside India) / Collect Personally	Rs.	
TOTAL (consolidated amount to be sent by Bank Transfer)		Rs.	
8.	Name of Student (in BLOCK letters as per Institute records)		
9.	Enrollment Number		
10.	Date of Birth (Copy of ID Proof)		
11.	Name of the Father (in BLOCK letters as per Institute records)		
12.	Name of the Mother (in BLOCK letters as per Institute records)		
13.	Name of the Programme & Specialisation		
14.	Period of Study at the Institute		
15.	Name of Department/School/Centre		
16.	Name of Degree/Diploma/Certificate obtained		
17.	Year of Passing the Final Examination		
18.	Telephone/Mobile Number and Email id		
19.	Details of Bank Transfer to TISS SBI Account (Name of Bank, Amount, Date, Journal Number – attach Transaction Receipt)		
20.	Complete Postal Address with Pin Code for receiving the documents		

Students are strictly advised to follow the defined chain of communication/request and **not to send email/application to any authority** other than mentioned in overleaf/last page of the document.

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. 1000 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. 2,000 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. 200 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. 200 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) /Course Information Form (Expected Outcomes)	For alumni who graduated within last 5 years: Rs. 1000 per copy	For alumni who graduated within last 5 years: US\$ 50 per copy
	For alumni who graduated beyond last 5 years: Rs. 1,500 per copy	For alumni who graduated beyond last 5 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. 200 (India)	Rs. 2500 (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 dispatched by Speed Post / Courier. The postal charges will remain the same.
4. Transcripts will be dispatched only after receiving your application along with requisite enclosures.

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 5647 susheela@tiss.edu	Ms. Alpana Thadani Section Officer (Academic) Tel: 022-2552 5262 transcript@tiss.edu	Ms. Vidya Sartape Assistant (Nirantar - STP) Tel: 022-2552 5259 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. Sumedh Gaikwad Administrative Officer Tata Institute of Social Sciences Apsinga Road, Tuljapur – 413601, District - Osmanabad, Maharashtra, India. Tel: 9270105222/23/24/25/26 sumedh.gaikwad@tiss.edu	Deputy Registrar Tata Institute of Social Sciences K.B. Sainik School Premises, Brahmnapalli Road, Abdullapurmet Mandal, Ranga Reddy District, Hyderabad-501510 Tel: 040-24017701 dr.hyderabad@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:

Mr. Narendra Mishra Deputy Registrar (Academic Section) Tata Institute of Social Sciences V. N. Purav Marg, Deonar, Mumbai 400 088 (Maharashtra, INDIA) Tel. No. 022-2552 5269, dr.acad@tiss.edu	Prof. Shankar Das Dean, Academic Affairs Tata Institute of Social Sciences V. N. Purav Marg, Deonar, Mumbai 400 088 (Maharashtra, INDIA) Tel No. 022-2552 5477, dean.acad@tiss
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School of Vocational Education

The application should be directly forwarded to:

Mr. Mustafa Momin Head – Examinations & Certification Tel. No. 022-2552 5632, mustafa.momin@sve.tiss.edu	Ms. Surabhi Damle Sr. Manager – Examinations & Certification Tel No. 022-2552 5637, surabhi@sve.tiss.edu
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