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

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

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Document to be obtained</th>
<th>No. of copies</th>
<th>Amount (processing charges please see overleaf)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Transcript</td>
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<tr>
<td>2.</td>
<td>Copy of Syllabus</td>
<td></td>
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<td>3.</td>
<td>Bonafide Certificate</td>
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<td>4.</td>
<td>Migration</td>
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<td>5.</td>
<td>Duplicate Consolidated Grade Card (If lost, attach original Police FIR Copy)</td>
<td></td>
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<td>6.</td>
<td>Duplicate Degree Certificate (If lost, attach original Police FIR Copy)</td>
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<tr>
<td>7.</td>
<td>Postal Charges (Rs.150/- within India and Rs. 1500 for outside India) / Collect Personally</td>
<td></td>
<td>Rs.</td>
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<tr>
<td>8.</td>
<td>Name of Student (in BLOCK letters as per Institute records)</td>
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<tr>
<td>9.</td>
<td>Enrollment Number</td>
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<tr>
<td>10.</td>
<td>Date of Birth (Copy of ID Proof)</td>
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<tr>
<td>11.</td>
<td>Name of the Father (in BLOCK letters as per Institute records)</td>
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<td>12.</td>
<td>Name of the Mother (in BLOCK letters as per Institute records)</td>
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<td>13.</td>
<td>Name of the Programme &amp; Specialisation</td>
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<td>14.</td>
<td>Period of Study at the Institute</td>
<td></td>
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<td>15.</td>
<td>Name of Department/School/Centre</td>
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<td>16.</td>
<td>Name of Degree/Diploma/Certificate obtained</td>
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<td>17.</td>
<td>Year of Passing the Final Examination</td>
<td></td>
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<td>18.</td>
<td>Telephone/Mobile Number and Email id</td>
<td></td>
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<tr>
<td>19.</td>
<td>Details of Bank Transfer to TISS SBI Account (Name of Bank, Amount, Date, Journal Number – attach Transaction Receipt)</td>
<td></td>
<td></td>
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<tr>
<td>20.</td>
<td>Complete Postal Address with Pin Code for receiving the documents :</td>
<td></td>
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</tbody>
</table>

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 dispatched 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:
For M.Phil / Ph.D.

**Ms. Susheela Ashok**  
Section Officer (DSO)  
Tel: 022-2552 5641  
susheela@tiss.edu

**Mr. Mustafa Momin**  
Assistant Registrar (Academic)  
Tel: 022-25525265  
transcript@tiss.edu

**Ms. Veena Shinde**  
Assistant Registrar (Nirantar - STP)  
Tel: 022-2552 5253  
stp@tiss.edu

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

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**Tuljapur Campus**  
**Mr. Sharath B.**  
Assistant Registrar  
Tata Institute of Social Sciences  
Apsinga Road, Tuljapur – 413601, District - Osmanabad, Maharashtra, India.  
Tel: 9270105222/23/24/25/26  
sharath.b@tiss.edu

**Hyderabad Campus**  
**Mr. Ramesh R.**  
Assistant Registrar  
Tata Institute of Social Sciences  
K.B. Sainik School Premises, Brahmannapalli Road, Abdullapurmet Mandal, Ranga Reddy District, Hyderabad-501510  
Tel: 91-7995 007701 / 02  
ramesh.r@tiss.edu

**Guwahati Campus**  
**Ms. Barnali Gogoi**  
Assistant Registrar  
Tata Institute of Social Sciences  
Tetalia Road, Behind Assam Science and Technology University, Jalukbari, Guwahati, Assam - 781013  
Tel: 0361-2739500  
barnali.gogoi@tiss.edu

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