TATA INSTITUTE OF SOCIAL SCIENCES

SCHOOL OF SKILL EDUCATION

KAUSHAL KENDRA, DEONAR FARM ROAD, DEONAR, MUMBAI 400088

Application for Obtaining Transcripts / Syllabus / Bonafide/ Migration / Duplicates, Etc.

(For alumni seeking admission in Colleges/Universities or Employment abroad)

Sr. No.	Document to be obtained (to tick the required document)	No. of copies	Amount to be paid Processing charges please see overleaf
1	Transcript/ Recommendation Letter (LOR) / Backlog Certificate / Medium of Instruction certificate		
2	Copy of Syllabus / Course Information Form (Expected Outcomes)		
3	Migration **(Only one copy issue)**		
4	Duplicate Individual Grade Cards, Consolidated Grade Card (If lost, attach original Police FIR Copy)		
5	Duplicate Individual Grade Cards, Degree Certificate (If lost, attach original Police FIR Copy)		
6	Postal & Handling Charges (Rs.200/- within India and Rs.2500/- for outside India) / Collect Personally	**Rs.**	
	TOTAL (consolidated amount to be sent by Bank Transfer) **All remittances to be made in IDBI Bank account only** (for details refer page 5)	**Rs.**	
7	Name of Student **(in BLOCK** letters as per Institute records**)**		
8	Enrollment Number		
9	Date of Birth (Copy of ID Proof)		
10	Father's Name (in BLOCK letters as per Institute records)		
11	Mother's Name (in BLOCK letters as per Institute records)		
12	ABC ID/AADHAR NO		
13	Name of the programme & Specialization		
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		
19	Details of Bank Transfer - attach Transaction Receipt) https://portal.getepay.in:8443/getepayPortal/formPayment/TISSFORM		
20	Complete the Postal Address with PIN code for receiving the documents		

The School of Skill Education, Tata Institute of Social Sciences is committed to processing your applications efficiently. We have undertaken several steps to respond to the high number of application queries. To manage the high volume of queries, we have streamlined our communication process. Please note we cannot offer personal meetings or respond to case-related queries in person. Please contact us by e-mail or by our contact form. Your inquiries are very important to us. Due to a high number of emails, there may be a delay in responses. We endeavor to reply to your enquiry as soon as possible. Please direct all queries to the below mentioned email addresses only. Students are strictly advised to follow the defined chain of communication, and **do not send email/application to any authority** other than those mentioned here sapna.mahale@sse.tiss.ac.in ; shital.mahagaonkar@sse.tiss.ac.in ; shweta.singh@sse.tiss.ac.in **(Details in the last page of the document)**

Date: **Signature of the Alumni (Applicant)**

TATA INSTITUTE OF SOCIAL SCIENCES
SCHOOL OF SKILL EDUCATION

(A Government of India funded Multi Campus Deemed to be University under section 3 of the UGC Act, 1956.)

Migration Application Form

Stick a Passport Size Photograph

Migration Fees	
Document charges	Postal charges
Rs. 500/-	Rs. 200/- – within India & Rs. 2500/- outside India

1. Name of Student :
2. Enrollment No. :
3. Father 's Name :
4. Mother 's Name :
5. Date of Birth (Both in figures & Words) :
6. Nationality :
7. Name of the Programme to which the student was admitted
8. Date of Admission :
9. Medium of Instruction : English
10. Reasons for leaving :
11. Date of completion of the Programme :
12. Address for Communication (in Capital Letters) with phone/mobile number and email:

Declaration

I hereby declare that all entries made by me in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false, incomplete or incorrect, my candidature to the said course may be cancelled.

Signature of the Candidate

Statement of Purpose [approximately 500 words]
OR
Name & other details of the Institute where seeking admission for higher studies (Mandatory)

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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) /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 / Recommendation letters / Backlog 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/ Organization	Rs.1000	US$ 100
Postage & Handling Charges for Transcripts within India / Abroad	Rs. 200 (within 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.
2. For duplicate 'Consolidated Grade Card' and 'Degree Certificate' working 60 days' time.
3. 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.
4. In case of more than one transcript is required, each transcript will be inserted in a small envelope which will be sealed individually 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.
5. Kindly make payment through online bank transfer and send Transaction Receipt. The charges can also be paid at the following URL 1
   https://portal.getepay.in:8443/getepayPortal/formPayment/TISSFORM
6. Transcripts will be dispatched only after receiving your application along with requisite enclosures and Name of University and course applied.
7. Bank detail for transferring charges to the School Of Skill Education Account is as below:

Particulars	Remittance of charges from Within India	The application should be directly Forwarded to Examination & Certification Dept
Account Holder	TATA INSTITUTE OF SOCIAL SCIENCES SCHOOL OF SKILL EDUCATION	**Ms. Sapna Mahale** sapna.mahale@sse.tiss.ac.in Tel: 022-2552 5636 / 5637
Account Number	0765104000073705	
Bank Name	IDBI Bank Ltd	**Ms. Shital Mahagaonkar** shital.mahagaonkar@sse.tiss.ac.in Tel: 022-2552 5636 / 5637
Branch	Deonar Branch	
Address	Unit No 1, Safal Pride, Sion Trombay, Road, Deonar, Mumbai 400088	**Ms. Shweta Singh** shweta.singh@sse.tiss.ac.in Tel: 022-2552 5636 / 5637
IFSC Code	IBKL0000765	
Branch Code	000765	

You may **contact the following authorities in case of escalation**:

Ms. Surabhi Damle Head - Examination & Certification surabhi@sse.tiss.ac.in Tel: 022-2552 5636 / 5637	**Mr. Gaurav Shinde** Program Head -Skilling Tata Institute Social Sciences, SCHOOL OF SKILL EDUCATION Kaushal Kendra, First Floor, Naoroji Campus, Off V.N. Purav Marg on Deonar farm road, Mumbai – 400088 (Maharashtra, INDIA) Tel: 022-2552 5601 E-mail id: gaurav.shinde@sse.tiss.ac.in