

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)

Sl. No.	Document to be obtained (to tick the required document)	No. of copies	Amount (processing charges please see overleaf)
1	Transcript		
2	Copy of Syllabus / Course Information Form (Expected Outcomes)		
3	Bonafide Certificate/ Character Certificate / Recommendation Letter (LOR) / Backlog Certificate / Medium of Instruction certificate		
4	Migration		
5	Duplicate Individual Grade Cards, Consolidated Grade Card (If lost, attach original Police FIR Copy)		
6	Duplicate Individual Grade Cards, Degree Certificate (If lost, attach original Police FIR Copy)		
7	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)	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 & 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 to <u>TISS-SSE'S IDBI Account as mentioned in Instruction point no.6</u> (Name of Bank, Amount, Date, Journal Number – attach Transaction Receipt)		
20	Complete the Postal Address with PIN code for receiving the documents		

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

Date: _____

Signature of the Alumni(Applicant)

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

SCHOOL OF SKILL EDUCATION

Application form for Obtaining for Obtaining Migration Certificate



Migration Fees	
Form	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:

...1.

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 the 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 the 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
Bonfire Certificate / Recommendation letters / Backlog Certificates 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 & 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/other documents

1. Please carefully read the instructions before filling out 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 30-45 working days.
2. Forward scanned copies of the following to initiate your request:
 - a) Application form along with a photocopy of Degree Certificate & Grade Card;
 - b) Copy of Transaction Receipt.
3. In case 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 the Transaction Receipt. The charges can also be paid at the TISS-SSE 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 transferring money for alumni from the School of Skill Education is as below:

Particulars	Remittance of charges from Within India	The application should be directly Forwarded to:
Account Holder	TATA INSTITUTE OF SOCIAL SCIENCES SCHOOL OF SKILL EDUCATION	Mr. Mustafa Momin Head – ACADEMIC DEPARTMENT
Account Number	0765104000073705	Tel: 022-25525632 mustafa.momin@sve.tiss.edu
Bank Name	IDBI Bank Ltd	
Branch	Deonar Branch	Ms. Surabhi Damle Sr.Manager – ACADEMIC DEPARTMENT
Address	Unit No 1, Safal Pride, Sion Trombay, Road, Deonar, Mumbai 400088	Tel: 022-2552 5637 surabhi@sve.tiss.edu
IFSC Code	IBKL0000765	
Branch Code	000765	

You may contact the following authorities in case of escalation:

Mr.Gaurav Shinde**Assistant Program Head – School of Skill Education**

Tata Institute Social Sciences,
Room No.12, 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@sve.tiss.edu