Form No: A12

**INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES) DHANBAD**

**OFFICE OF THE DEAN (ACADEMIC)**

**FORM FOR ISSUING TRANSCRIPT**

**[**Please send the duly filled-in form with enclosures to **certificates@iitism.ac.in]**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. | Name of Student | |  | | | | | | | |
| 2. | Admission No. | |  | | Department | | |  | | |
| 3. | Program | |  | | Branch (if any) | | |  | | |
| 4. | Email ID | |  | | | | | | | |
| 5. | Contact Number | |  | | | | | | | |
| 6. | Father’s / Guardian Name | |  | | | | | | | |
| 7. | Communication Address (with Pin Code) | |  | | | | | | | |
| 8. | Month & Year of Admission at IIT (ISM) | |  | | | | Month & Year of Completion of Academic Program | | |  |
| 9. | Name and Addresses of the Institutions in favour of which transcripts(s) are required | |  | | | | | | | |
| 10. | Total Sets of Transcript Required | |  | | | | | | | |
| 11. | Payment Details (if applicable) - <https://www.onlinesbi.com/sbicollect/icollecthome.htm?corpID=272342>  (Select payment category: OTHER ACADEMIC FEES/FINES) | | | | | | | | | |
| SBI Collect Reference No. / UTR No. | | |  | | | | | | |
| Amount Paid (in Rs.) |  | | | | Date of Payment | | | DD/MM/YYYY | |

Encl: **Please attach online payment receipt.**

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature of the Student)

*……………………………………………………………………………………………………………….…………………………………*

**Charges and Documents to be attached for issuing transcript:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No.** | **Student Type** | **Charges** | **Documents to be Attached** |
| (i) | For Existing Students | Rs. 500/- per set and  Postal Charges (if applicable) | * Scanned Copy of Last Semester Grade Sheet. |
| (ii) | Within 5 Years of Passing | Rs. 2,000/- per set (for first two sets)  Rs. 1,000/- for each additional set  and Postal Charges (if applicable) | * Scanned Copy of Grade Sheets of all the Semester / Consolidated Grade Card (both side). * Scanned Copy of Degree / Provisional Certificate. |
| (iii) | After 5 Years of Passing | Rs. 3,000/- per set (for first two sets)  Rs. 1,500/- for each additional set  and Postal Charges (if applicable) |
| Applicable Postal Charges | | Rs. 100/- per set of transcript to be posted within India.  Rs. 1,000/- per address for up to two sets of transcripts to be posted outside India. | |

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| **Verification:**  The facts, as stated above are **CORRECT/NOT CORRECT**  as per records available.  **Remarks, if any:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date:\_\_\_\_\_\_\_\_\_\_\_    Signature of Dealing Assistant | **Date of Receipt of Application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Issuing Date of Transcript: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  AR (Academic – UG/PG) |