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 andPostal 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 setand 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 setand 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. |

**(**The role of the institute in sending the document is limited to booking at the post office. The Institute will not be responsible for the safe passage and delivery of the documents to the addressee.)

**FOR OFFICE USE ONLY**

|  |  |
| --- | --- |
| **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) |