INDIAN INSTITUTE OF TECHNOLOGY BOMBAY
Application for Issue of Transcript(s)

Date : _____

To,
The Joint Registrar (Academic)
IIT Bombay

Sir,

Kindly issue _____ No(s). of copy(s) of Academic Transcript for the purpose of _____

_____.

The necessary details are furnished here-under for reference.

Name :	Roll No.:	
Programme :	Batch Year (admission yr.):	Passing Year :
Department :		
Telephone No.:	Email ID :	

Signature of the Student
_____
FOR OFFICE USE

- The above details are verified and found correct. Transcript can be issued as requested.
- The above details are verified and found that the Student was asked to discontinue the Programme due to
_____

Assistant / Supervisor (Acad)

--x-----------------------CUT HERE--------------------x-----------------------------------

INDIAN INSTITUTE OF TECHNOLOGY BOMBAY
Application for Issue of Transcript(s)

To,   Date :_____
In-charge, Cash Section

Kindly accept Rs._____ (Rupees_____)through Cash / Demand

for _____ set(s) of transcript of Mr./Ms._____ Roll

no._____ and issue receipt for further necessary action by the Academic section.

Assistant / Supervisor (Acad.)
_____
Note :

1) Rs.150/- per copy of transcript for students on roll.
2) Rs.300/- per set of transcript for those students who have completed their degree programme.
3) Students making request for transcript by post should pay additional postage (only for one address or University) of Rs.300/- within India and Rs.1000/-for posting abroad.
4) The charges for those who are applying for the transcripts from abroad is US $25/- per set plus US $20/- for postage charges.
5) Payment is to be made at cash section, IIT Bombay (Between 10.00 am. To 3.45 p.m. on all working days) and receipt should be submitted to Academic Section.
6) Payment through Demand Draft is also acceptable. The Demand Draft should be drawn in favour of "REGISTRAR, IIT BOMBAY", payable at SBI IIT Powai Branch.