



ACADEMIC SECTION

PROCEDURE FOR OBTAINING OFFICIAL TRANSCRIPTS & VERIFICATION OF ACADEMIC CERTIFICATES

➤ **OFFICIAL TRANSCRIPTS:** Alumni of Indian Institute of Science , requiring official Transcripts for the purpose of seeking Admission / Jobs , etc ., should furnish the following particulars :

- 1) Student Name
- 2) S.R Number
- 3) Program and Department
- 4) Degree Obtained
- 5) Details of the Transcripts
- 6) Number of Transcripts copies required
- 7) Address / University full address to whom the transcripts is / are to be sent (With contact Number)

Fee for the official Transcripts :

SL.NO	REQUIREMENT	DESTINATION	FEE PAYABLE (INR)
1	For issue and dispatch of official transcripts	Address (Abroad)	1,600/-
2	For issue and dispatch of official transcripts	Address (With in India)	400/-
3	Only for issue of official transcripts (without postal expenses/receiving in person)	Institute (Academic Section)	300/-

Attachments :

1. Copies of transcripts and degree certificates that need to be officially verified.
2. Payment Receipt

➤ **VERIFICATION OF ACADEMIC CERTIFICATES:**

Fee for ex-student verification :

SL.NO	REQUIREMENT	DESTINATION	FEE PAYABLE (INR)
1	For verification of academic records	Abroad	1,600/-
2	For verification of academic records	With in India	400/-
3	For verification of academic records through online	-	300/-

Attachments :

1. Copy of documents that need to be verified
2. Payment Receipt