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

Date : _____

To,
The Deputy 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 _____

Asst.(Acad.) Supervisor (Acad.) Asst. Regisrar (Acad.)

x CUT HERE x

INDIAN INSTITUTE OF TECHNOLOGY BOMBAY
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To,
In charge, Cash Section

Date :_____

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

for _____ set(s) of transcript of Mr./Ms._____ Roll no._____ and issue receipt for further necessary action by the Academic section.

Supervisor (Acad.)

Note :

1. Rs.200/ per set for first copy of transcript and Rs.100/ for per additional copy of transcript (provided the request is made along with the request of first copy) for students on roll.
2. Rs.100/ per set of transcript for those students making request for transcript before five years of completion of their degree programme.
3. Rs.500/ per set of transcript for those students making request for transcript after five years of completion of their degree programme.
4. Students making request for transcript by post should pay additional postage of Rs.300/ within India and Rs.500/ from abroad.
5. Payment is to be made at cash section, IIT Bombay (Between 10.00 am. To 3.30 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 Mumbai.