



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](mailto: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) - <a href="https://www.onlinesbi.com/sbicollect/icollecthome.htm?corpID=272342">https://www.onlinesbi.com/sbicollect/icollecthome.htm?corpID=272342</a> (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).
(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)	• Scanned Copy of Degree / Provisional Certificate.
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**

<p><b>Verification:</b> The facts, as stated above are <b>CORRECT/NOT CORRECT</b> as per records available.</p> <p><b>Remarks, if any:</b></p> <hr/> <hr/> <p>Date: _____</p> <p>Signature of Dealing Assistant</p>	<p><b>Date of Receipt of Application:</b></p> <hr/> <p><b>Issuing Date of Transcript:</b></p> <hr/> <p>AR (Academic – UG/PG)</p>
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