PROCEDURE FOR GETTING TRANSCRIPT

1. In order to get transcript from IIPS-Mumbai, the students are required to submit an application (in prescribed format given below) in person or through email along with the following documents:

   a. Self Attested photocopy of Mark sheets (all semester).

   b. Payment Receipt (Online Payment through SBI Collect)

2. The fee for issue transcripts is Rs.500 /- per set (2 copies). (Printing Charges)

3. Mode of Payment: The Transcript charges should be paid through online mode (SBI-Collect) only. Link of online payment is as below
https://www.onlinesbi.com/sbicollect/icollecthome.htm

4. The application along with all required documents should be submitted at the Counter of Examination Section of the Institute or scanned copies through mail to examcell@iips.net with subject linen 'Application for TRANSCRIPT' .

5. The transcripts will normally be issued within 10 working days of receipt of complete application supported with documents. However, any compelling circumstances, no specific time frame in issuing transcript(s) can be given. The individual can collect the transcript in sealed cover from Examination section of the Institute.

6.Letter of Authority in original along with the ID proof of the person authorized in case the applicant is deputing some person to receive the transcripts on his/her behalf.

7.The transcripts will be emailed/send to the addresses of universities if requested in the application. Postal charges: Rs.2000/per address (abroad) and Rs.150/-per Address (India). Where transcripts are sent through post, the role of the institute in sending the documents is limited to booking at the post office or with the courier. The Institute will not be responsible for the safe passage and delivery of the documents to the addressee.
Note: In case of hand delivery, no postal charges should be paid.

8.The transcripts will be sent electronically to WES if requested with the WES reference in the application.

अन्तर्राष्ट्रीय जनसंख्या
विज्ञान संस्थान
(विश्वविद्यालय समतुल्य)*
स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार का स्वायत्त संगठन
गोवंडी स्टेशन रोड, देवनार, मुम्बई- 400 088. भारत

International Institute for Population Sciences
(Deemed University)*
An Autonomous Organization of Ministry of Health & Family Welfare, Govt. of India
Govandi Station Road, Deonar, Mumbai -400 088. INDIA

(स्थापना/ Established in 1956)
बेहतर भविष्य के लिए क्षमता निर्माण
Capacity Building for a Better Future

To
The Assistant Registrar (Academic)
IIPS -Mumbai

<u>Subject: Application for Official Transcripts.</u>

Sir,
I, the undersigned wish to apply for Transcript(s). My details for the transcript are as follows:

Name	
Father's /Mother's Name	
Enrolment No	
Name of the programme	
Year of admission	
Year of passing	
Marks/SPI/CPI obtained	
Email Id	
Mobile No.	
If collecting the documents personally	YES ( ) No( )
If not whether "Letter of Authority" submitted(must enclosed)	YES ( ) No( )
No. of Set required (note: One set = two copies of Transcripts)	
If required, Not mandatory Complete Postal Address with Pin Code of the Universities for sending the documents: Postal charges : Rs.2000/per address (abroad) and Rs.200/-/per Address (India) *Or* Email address of the Universities for sending the documents electronically *Or* WES references number for sending documents electronically	Address -1: Address-2:
Payment Details of Transcript :- (receipt must enclosed)	Rs……………………………………………………………. Date of payment…………………………………………… Transaction no………………………………………………
Payment details of Postal charges (receipt must enclosed), **if required**	Rs……………………………………………………………… Date of payment…………………………………………… Transaction no………………………………………………

Certified that the particulars given above are true to the best of my knowledge and belief . I shall be liable for all action, if any fact stated above

Signature……………………
Date: