Transcripts requests can be placed by writing to:

Dy. Registrar(Academic),
2nd Floor, Academic Section,
Nandan Nilekani
Main Building,
IIT Bombay, Powai,
Mumbai - 400076,
Maharashtra, INDIA

Please provide name and details of academic records i.e batch, programme, branch, year of graduation and email for correspondence. One complimentary copy of transcript will be issued to passing out students at the time of Convocation.

Below are the applicable charges:

1. **Transcripts charges for the students residing in India:**

<table>
<thead>
<tr>
<th>1962 to 2000 entry years</th>
<th>2001 entry year onwards</th>
<th>For on-roll students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rs. 1000/- per copy</td>
<td>Rs. 500/- per copy</td>
<td>Rs. 200/- per copy</td>
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</tbody>
</table>

2. **Transcripts charges for the student residing in foreign countries** : Rs. 2500/- per copy (irrespective of graduation or entry year)

3. **Electronic copy(A system generated document and without any signature) of transcript for sending to universities/agencies** : Rs. 1000/- per copy.

- Students making request for transcript by post should pay additional postage (only for one address or University) of Rs. 400/- within India and Rs. 2200/- for posting abroad.
- The charges should be paid by Demand Draft or Cash only (no credit cards and other mode of payment is accepted). The demand draft should be in favour of "THE REGISTRAR, IIT BOMBAY".

Contact Details:
Name: Mr. Arun More
email: verification@iitb.ac.in
Phone : +91-022-25767044
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 hereunder for reference.

<table>
<thead>
<tr>
<th>Name</th>
<th>Roll No.</th>
<th>Programme</th>
<th>Batch Year (admission yr.)</th>
<th>Passing Year</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<td>Department</td>
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<tr>
<td>Mobile No.</td>
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<td>Email ID</td>
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</tr>
</tbody>
</table>

Signature of the Student

---------------------------------------------------------------------------------------------------------------------- For Office use only----------------------------------------------------------------------------------------------------------------------

To,                                                                                                                          Date :

Incharge, 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