

## **L. PROCEDURE FOR OBTAINING OFFICIAL TRANSCRIPTS & VERIFICATION OF ACADEMIC CERTIFICATES**

a. Official Transcripts : Alumni of Indian Institute of Science, who need official transcripts for the purpose of seeking admission/jobs/etc. in other institutions, are required to furnish the following particulars:

1. Name
2. S.R.Number
3. Department
4. Degree obtained
5. Date/Year of award
6. Details of the transcripts
7. Number of transcripts copies required
8. Addressee/University full address to whom the transcripts is/are to be sent

### **Fee for the Official Transcripts :**

| Sl. No. | Requirement  | Destination               | Fee payable per addressee / envelop |         |
|---------|--|---------------------------|-------------------------------------|---------|
|         |  |                           | USD                                 | Rs.     |
| 1.      | For issue and dispatch of official transcripts   | Addressee<br>Abroad       | 40                                  | 1,600/- |
| 2.      | For issue and dispatch of official transcripts   | Addressee<br>within India | -                                   | 400/-   |
| 3.      | Only for issue of official transcripts<br><br>(without postal expenses /receiving in person) | -                         | 15                                  | 300     |

### **b) Verification of Academic Certificates :**

| Sl. No. | Requirement   | Destination         | Fee payable per addressee / envelop |         |
|---------|---|---------------------|-------------------------------------|---------|
|         |   |                     | Abroad USD                          | Rs.     |
| 1.      | For verification of Academic Records issued by IISc Bangalore | Addressee<br>Abroad | 20                                  | 1,200/- |
| 2.      | For verification of Academic Records with in India            | -                   | -                                   | 400/-   |

Request along with a Demand Draft for the said amount drawn in favour of the Registrar, Indian Institute of Science, Bangalore 560 012, should reach the Deputy Registrar, Academic, Indian Institute of Science, Bangalore 560 012 (India). Official transcripts/verification certificate will be issued/dispached within two working days from the date of receipt of the request.

Contact Phone No. : 0091-80-22932233/22932333, Fax No. 0091-80-23600867  
E-mail id : award@academic.admin.iisc.ernet.in

**DEPUTY REGISTRAR  
ACADEMIC.**