

# TATA INSTITUTE OF SOCIAL SCIENCES

## SCHOOL OF SKILL EDUCATION

KAUSHAL KENDRA, DEONAR FARM ROAD, DEONAR, MUMBAI 400088

### Application for Educational Verification

(Educational Verification of TISS SSE Alumni by Background Verification Agency/College/University)

Sr. No.	Details	Information to be Provided by the Agency
1.	NAME OF STUDENT (in BLOCK letters as recorded in the Institute Record)	
2.	Enrollment Number	
3.	Name of the Programme	
4.	Period of Study at the Institute	
5.	Name of Degree/Diploma/Certificate obtained	
6.	Year of Passing	
7.	Grade/CGPA/Percentage	
8.	Details of Bank Transfer to TISS-SSE IDBI Account (attached photocopy of payment receipt)	
9.	Details of Demand Draft (Name of Bank, Branch, Date, Amount & DD Number – attach photocopy)	
10.	E-mail ID for sending the Verification Report	
11.	Name & Address of the Agency	
12.	Contact Person and Mobile Number	
13.	Signature and Date	

**Purpose of Verification:** (e.g., employment, higher education, etc.)

**This verification is sought for the purpose of:** \_\_\_\_\_  
\_\_\_\_\_

#### **Processing Charges:**

Document	Amount	
Verification of Degree / GradeCard of alumni by Agency / Organization	<b>Applicants in India</b>	<b>Applicants Abroad</b>
	Rs. 1000	US\$ 100

**Enclosures along with Application:**

1. Photocopy of Degree Certificate and Consolidated Grade Card
2. Demand Draft / Payment Receipt of Bank Transfer

**Instructions for Educational Verification**

1. Before filling the application form, please carefully read the instructions. Kindly give us at least 5 working days to process your application.
2. Forward scanned copies of the following to initiate your request: a) Application form along with a photocopy of Degree Certificate & Grade Card; b) Payment receipt of Bank transfer/copy of DD.
3. The Verification Report shall be sent by email or handed over to the agency personnel.
4. Kindly make payment through the below link  
<https://portal.getepay.in:8443/getepayPortal/formPayment/TISSFORM>
5. The charges can also be paid at the Bank transfer and send payment receipt Or Demand Draft in favour of TATA INSTITUTE OF SOCIAL SCIENCES – SCHOOL OF SKILL EDUCATION payable at Mumbai

Particulars	Remittance of charges from Within India	The application should be directly Forwarded to Examination & Certification Dept
Account Holder	TATA INSTITUTE OF SOCIAL SCIENCES SCHOOL OF SKILL EDUCATION	Ms. Swara Joshi Mail id : <a href="mailto:swara.joshi@sve.tiss.edu">swara.joshi@sve.tiss.edu</a> Phone : 022 2552 5636/5637
Account Number	0765104000073705	
Bank Name	IDBI Bank Ltd	
Branch	Deonar Branch	
Address	Unit No 1, Safal Pride, Sion Trombay, Road, Deonar, Mumbai 400088	
IFSC Code	IBKL0000765	
Branch Code	000765	

**Application for verification should be directly forwarded to:**

<b>Ms. Surabhi Damle</b> Head - Examination & Certification <a href="mailto:surabhi@sve.tiss.edu">surabhi@sve.tiss.edu</a> Tel: 022-2552 5636 / 5637	<b>Mr. Gaurav Shinde</b> Program Head -Skilling Tata Institute Social Sciences, SCHOOL OF SKILL EDUCATION Kaushal Kendra, First Floor, Naoroji Campus, Off V.N. Purav Marg on Deonar farm road, Mumbai – 400088 (Maharashtra, INDIA) Tel: 022-2552 5601 E-mail id: <a href="mailto:gaurav.shinde@sve.tiss.edu">gaurav.shinde@sve.tiss.edu</a>
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