Instructions to apply for Transcript

1. You are required to read the **instructions & FAQ's** carefully before filling the online application form.

2. Application will be incomplete if the mandatory fields are not filled. Incomplete form will not be accepted & will not be processed.

3. Fees to be paid by online mode. **Fees once paid will not be refunded.**

4. This application is for issue of Transcripts for the constituents of Symbiosis International (Deemed University).

5. Students and alumnus of Symbiosis Centre for Distance Learning (SCDL) are requested to contact SCDL authorities.

6. Students/ alumnus of SCON, SSODL & SCCE are requested to contact their respective Institutes for obtaining transcript.

7. Applicant will be responsible for the accuracy of the data and email id/ postal address.

8. Hard copy will be sent at the address mentioned by you or may be collected personally.

9. Postal charges are applicable for hard copy of transcript, unless collected personally. The charges will be applicable for each individual postal address (up to maximum 3 sets in one envelope).

10. Soft copy (Scanned PDF) of the transcript can be issued to the University/ Organization you are applying for.

11. Transcript will be issued within **15 working days** against the confirmation of payment and receipt of application form.

12. Recently WES has offered SIU an access to its Secure File Transfer Protocol (SFTP) for transmission of academic documents. Submission of transcript copy in physical is not required hence postal charges are not applicable. The transcripts and documents will be shared with WES directly. Students will receive status update in their WES account in due course.

13. Candidates applying for WES / LSAC / IQAS / CES etc., may need attestation of Degree Certificate. These institutions also issue Academic Records Request Form which also requires to be attested. There will be additional charges for these services. *(Academic Records Request form is not issued by SIU. You may need to confirm this with the above institutions. SIU cannot provide any information on this.)*

14. If you are applying for Foreign University/ CES / ICAS / ICES / IQAS / LSAC / NCA / WES etc. kindly keep ready a clear scanned copy of academic documents and Academic Records Request Form (if applicable) for uploading at the time of the application form filling. *(i.e. Grade Sheets / Consolidated Grade Sheet / Certificate of Passing/ Degree or Diploma issued by SIU, as per the requirement).* **Do not upload e-Grade Sheet.**

    Grade Sheet of each semester is to be uploaded as a separate single file. Please do not upload all grade sheets/ Certificate of Passing and Consolidated Grade Sheet as a single file. In case of such incidences the request will be on hold till the balance payment is made.

15. **Details of fees:**

Document Type	Description	Amount (Rs.)
Transcript (Hard copy / Soft copy)	Charges per set for Indian Students	Rs. 1000/-
	Charges per set for International Students (PIO/NRI/FN/OCI)	USD 20 (in Equivalent Indian Rupees)
Attestation of SIU issued documents #	Charges per document per copy	Rs. 150/-
Postal Charges for dispatch within India via India Speed Post (Applicable to Hard copy)		Rs. 250/-
Postal Charges for dispatch outside India via India Speed Post (Applicable to Hard copy)		Rs. 2500/-

16.   # Each page of Grade Sheet will be counted as a separate page for calculation of attestation charges.

17.   You may pay the charges using Credit Card, Debit Card, Debit Card + ATM PIN, Internet Banking, Wallet/ Cash Cards, EMI, G Pay etc.

18.   Sometimes the payment may take 72 hrs to reflect on the portal. Kindly wait before you make any further query on this.

19.   If 'Pay now' is not enabled and is stopping you from making the payment then you need to wait. This can be due to your request for name correction. It may take a week to verify. However, you may complete the application and contact your institute for the correction in name.

20.   **(A) Upon login kindly click on Student >> Support Services + >> Application for Transcript >> Apply for new Transcript tab provided at the bottom of the table.**

   (B) If you have **forgotten your user name and password** or if you don't have it please
        click here

        After clicking follow the below steps;

   I.   Select Institute >> Login as: Student >> Click on: Forgot User name & Password >> Enter Registered Email ID>> Submit
   II.   You will get the following message: The system could not verify the email ID!! To obtain your login credentials please Click Here.
   III. Please click on "Click Here", you will be redirected to Application for Username & Password page. Kindly fill the required information in that application.
   IV.   You will get your user name and password in 48 hours after due verification.

21.   **Frequently Asked Questions (FAQ's)**   **Click here for FAQ**

        Due to the high-volume of emails/ requests/ calls, it is advised to wait for 4-5 working days for the response to your query.

        Contact Details:
        Email: transcript@siu.edu.in
        Tel No. (020) 28116223 / 61936223
        (Active on all working days between 9.30 AM to 12.30 PM)

APPLY NOW