

Procedure for issue of Transcripts

- Year 2008 onward Batches conducted under Symbiosis International University (SIU) to be referred to SIU as per their instructions on web site www.siu.edu.in or contact 020-39116224/25.
- The procedure of issue of above mention documents will be on follows for PGDM 1993 to 2007 Batches:-

The procedure of issue of Transcripts will be on follows:-

- ❖ Application for issue of Transcripts with reason & signed by the candidate.
- ❖ Photocopy of certificate & mark sheets with the application.
- ❖ The processing fee for issue of one transcript is Rs. 1500/- and for each extra copy is Rs. 100/-. Add Rs. 250/- postal/courier charges with in India.
- ❖ Please write Postal Address & contact No with the Application.
- ❖ Transcripts will be dispatched on your address in India in sealed envelopes for your further handing over to concerned Institutes or University.
- ❖ Minimum 10 days' time would be required to complete the Transcripts issue process.
- ❖ You may send payment of the fees through DD made in favor of "Director SIMS" payable at Pune or pay in cash with the Accounts Department-SIMS.