

# INDIAN INSTITUTE OF FINANCE

## Examination Branch

### Application Form for Issue of Official Transcript / Verification

Note: PLEASE READ INSTRUCTIONS GIVEN OVERLEAF CAREFULLY BEFORE YOU APPLY

1. Name of Candidate (*In Block Letters*) Mr./Mrs.: \_\_\_\_\_
2. Father's Name: \_\_\_\_\_
3. Mother's Name: \_\_\_\_\_
4. Enrolment No.: \_\_\_\_\_
5. AADHAR Card No./Foreign ID No.: \_\_\_\_\_

6. Particulars of Examinations Appeared/Passed. (Please attach copies of all the marksheets)

Examination	Year of Passing	Annual/ Supplementary	Roll No.	Result	Marks Obtd.	Division

7. Subjects Studied (Mention Paper No. & Title of the Paper's in the case of Transcript & Nomenclature) Please attach an additional sheet, if required.

Paper No.	Title of the Paper

8. a) Permanent Address \_\_\_\_\_  
\_\_\_\_\_

- b) Current Mailing Address \_\_\_\_\_  
\_\_\_\_\_

9. No. of additional copies of Transcript/Nomenclature required: \_\_\_\_\_

10. Have you applied for transcript earlier, if so, please mentioned the No. & Date:  
\_\_\_\_\_

11. Telephone (Mobile): \_\_\_\_\_ Residence: \_\_\_\_\_

Date

Signature of the Applicant

## INSTRUCTIONS

1. All Public dealings are made from 9:30 A.M. to 3:00 P.M. (excluding Lunch Hour)
2. The Particulars of the student given in the form should correspond with those appearing in the certificate issued to him/her from time to time. The application form must be signed by student and in no case by someone else on his/her behalf.
3. Photocopies of all the mark sheets of the Examinations taken by the candidate and a copy of the syllabus (in the case of Transcript/Nomenclature) be enclosed with the application form.
4. The required transcript will be issued after a period of fifteen working days (two weeks or so) excluding Saturday/Sunday and other Gazetted holiday from the date of submission of application with prescribed fee.

5. Prescribed fee is as follows:-

### **Transcript**

	If Applied from within India**	If Applied from abroad*
Upto 6 months	Rs. 500/-	US\$ 100
After 6 months	Rs. 500/-	US\$ 200
Additional copies (At the time of application only)	Rs. 500/- each	US\$ 150 each

### **Other Certificate Verification etc.**

	If Applied from within India**	If Applied from abroad*
Upto 6 months	Rs. 500/-	US\$ 50
After 6 months	Rs. 500/-	US\$ 100

\* Including postal charges

\*\* In case Transcript is required to be sent to an Overseas destination, the Speed Post/Courier Charge in actual will have to be paid by the Applicant.

### **All Payments to be made through:**

- a) Demand Draft / Bankers Cheque in favour of "India Institute of Finance" payable at Delhi, India or
  - b) Bank Transfer : *for India* : NEFT to Indian Institute of Finance; A/c No. 65075795019; State Bank of India, Greater Noida, IFSC Code : SBIN0050830; *For Overseas* : Branch Code : 50830; SWIFT Code : SBININBB001; IFSC Code : SBIN0050830 or
  - c) Credit Card at <http://registration.iif.edu/OnlinePayment.html> i.e. Euro / US\$ Payment are to in equivalence of INR on the said date.
6. Please note that the additional copy charges are applicable only in case the copies are requested at the time of original Transcript and not at a later stage.
7. **The following documents to be attached:**
- a) Signed Cover Letter requesting for Transcript (s)
  - b) Copy Aadhar Card / Passport (1<sup>st</sup> & Address Page) (Self Attested)
  - c) Letter from Employer seeking Transcript / University Transcript Form
  - d) Copy of Final Certificate & Marksheet (All Semester) (Self Attested)
8. **The Transcript(s) are ONLY sent directly to the Organization / University requesting the same.**
9. Kindly direct your request with necessary document(s) to

**The Registrar  
Indian Institute of Finance  
45A, Knowledge Park III  
Greater Noida – 201308, Delhi NCR, INDIA  
Phone : 9999321585; 9811971002; 0120-2323683-687  
Email : [info@iif.edu](mailto:info@iif.edu); Web : [www.iif.edu](http://www.iif.edu)**