You can place a request for the transcripts by writing application to

Assistant Registrar/Deputy Registrar (Academic),
Academic Section, Main Building,
IIT Bombay, Powai,
Mumbai - 400076,
Maharashtra, INDIA

by giving details of your academic records like name, batch year, programme, branch, passed out year and e-mail for correspondence.

The following are the rules for transcript with effect from 1st December, 2010:-

- One complimentary copy of transcript will be issued to passing out students at the time of Convocation.

- Rs.200/- for first copy of transcript and Rs.100/- for per additional copy of transcript (provided the request is made along with the request of first copy) for students on roll.

- Rs.100/- per set charges are applicable to those passed out students, who make request for transcript within five years of completion of their degree programme.

- Rs.500/- per set of transcript for those students making request for transcript after five years of completion of their degree programme.

Students making request for transcript by post should pay additional postage of Rs.300/- within India and Rs.500/- for posting abroad irrespective of number of sets.

The charges for those who are applying for the transcripts from abroad is $50/- per set irrespective of the year of completion of the programme plus $50 for postage charges.

The charges will have to be paid by way of Demand Draft or Cash only (no credit cards and other mode of payment is accepted). The demand draft should be in favour of "THE REGISTRAR, IIT BOMBAY".

Contact Details:
Deputy Registrar (Academic)
e-mail: dracad@iitb.ac.in
Phone: (+91)-22-25767041 & 25767058