



Academy of Scientific and Innovative Research

Application Form for Issue of Official Transcript

Note: PLEASE READ INSTRUCTIONS GIVEN ON NEXT PAGE CAREFULLY BEFORE YOU APPLY.

1. Name of Candidate : _____
2. Father's Name : _____
3. CSIR Lab last attended by the candidate: _____
4. Enrolment No. : _____
5. Particulars of Examinations Appeared/ Passed:

Examination	Faculty/ Specialization	Year of Passing	CGPA

6. Title of Project/ Thesis:

7. *Address for sending the Transcript:

8. No. of copies of Transcript required: _____
9. Amount of requisite fee to be paid: _____
10. Mode of payment: AcSIR SBI Collect Portal
11. Details of Payment:
Date (dd/mm/yyyy): _____ Transaction ID: _____
12. Have you applied for Transcript earlier, if so, please mention the date (dd/mm/yyyy):

13. Telephone: _____ Residence: _____

Date (dd/mm/yyyy): _____

(Signature)

*The Transcript would be sent directly to the University applied for. Any request for sending the Transcript to the applicant must be justified with proper reason (Please find further details in Instructions).



INSTRUCTIONS

1. The request for Transcript should be made as follows:
 - i. Payment of fee (as per point no. 6 below) for issuance of Transcript. Please follow SOP for Online Transcript Fee Payment through AcSIR SBI Collect Portal available as Annexure-I.
 - ii. Send scanned copy of the signed form through e-mail at info@acsir.res.in with subject line: **Request for Transcript <Name> <Enrollment No.>**.
2. The particulars of the student furnished in the form should correspond with those appearing in the mark sheet already issued to him/her. The application form must be signed by the student and in no case by someone else on his/ her behalf.
3. The required transcript will be issued within a period of ten working days from the date of submission of application along with the prescribed fee.
4. Normally the Transcript(s) would be sent directly to the University/ Institution where the student has applied.
5. Any request for sending the Transcript(s) to the student's address must be justified with appropriate reason.
6. Prescribed fee is as follows:

Transcript	If applied from within India (INR)*	If applied from abroad (USD)*
Every request (up to 5 years)	i) 1100/- ii) 100/- for each additional copy	i) 70 ii) 10 for each additional copy
More than 5 years	1500/-	100

*Including postal charges

7. Please note that the charges for additional copies of the Transcript(s) should not come at a later date. It must be done in one go.
8. The number of years shall be calculated from the last examination passed from AcSIR.



(Annexure I)

Instructions

Standard Operational Procedure (SOP) for Online Payment of Transcript Fee through SBI Collect Portal to Academy of Scientific and Innovative Research (AcSIR)

Step-1

Options to access SBI Collect Portal for Online Fee Payment to AcSIR:

Option-1 (Suggested as the best option): Through **AcSIR website** (www.acsir.res.in):

- i. Click "**Online Fee Payment through SBI Collect**" link under "**Important Links**"
(given on left side)
- ii. Accept the standard Terms of the SBI Collect Portal

(OR)

Option-2: Through direct URL of AcSIR's SBI Collect Portal:

- i. Click or type <https://www.onlinesbi.com/sbicollect/icollecthome.htm?corpID=931312> in the Browser
- ii. Accept the standard Terms of the SBI Collect Portal

(OR)

Option-3: Through standard URL of SBI Collect Portal:

- i. Click or type <https://www.onlinesbi.com/sbicollect/icollecthome.htm> in the Browser
- ii. Accept the standard Terms of the SBI Collect Portal
- iii. Select "**All India**" under "**State of Corporate/ Institution**" and "**Educational Institutions**" under "**Type of Corporate/ Institution**" and then click "**GO**" button.
- iv. In the next page, select "**Academy of Scientific and Innovative Research**" under "**Educational Institutions Name**" and click the "**SUBMIT**" button.

Step-2 Select Payment Category: "Transcript fee". (From the list and it contains other payment categories)

Step-3 Enter the AcSIR Enrollment / Registration No. of the Student (Please enter in ALL CAPS as this field is case-sensitive) and click the button "SUBMIT".

Step-4 All corresponding details pertaining to above entered enrollment number will be displayed by the system. Please check these details. (Do not proceed further if any inconsistent/ incomplete/ incorrect information is found and report the problem/ difficulty by communication to AcSIR HQ as defined in the Note at the end.)

Step-5 Enter Student's E-mail ID and Mobile No.



Step-6 Enter suitable Remarks, if any.

Step-7 Enter Name, Date of Birth, Mobile Number of the person (*Student himself/herself or someone else who is making this payment for the AcSIR Student*) and the text as shown in the CAPTCHA image.

- Above details can be used to reprint the e-receipt/remittance form OR viewing the payment history. It can be accessed from drop-down options available under State Bank Collect (left top corner).
- Also, above details are of person making the payment, not necessarily the student.

Step-8

Click 'SUBMIT'; verify details on the next page and then click "CONFIRM".

On the next page, proceed with the Payment through anyone of the preferable Modes of Payment as under:

(a) Net Banking

State Bank of India

Other Banks

(b) Card Payments

__Credit Cards

(c) Other Payments Modes

SBI Branch (i.e. generate a pre-printed challan and pay at any SBI Branch)

- NEFT/RTGS/
- UPI

After successful payment, PRINT OR SAVE the Online e-receipt generated by the system for later retrieval.

Step-10 Please note that the details filled at Step-7 can be used to print the e-receipt/ remittance form OR it can also be viewed (i.e. Payment History). It can be accessed from drop-down options available under State Bank Collect (*left top corner*).

