TATA INSTITUTE OF SOCIAL SCIENCES
V.N. Purav Marg, Deonar, Mumbai 400 088
(A Deemed University, established under Section 3 of the UGC Act, 1956)
(A Grant-In-Aid Institute under the Ministry of Education, Government of India)

Dear Students,

Congratulations on your acceptance into the Masters Programme at TISS, Mumbai!

This message serves to inform you that you have been provisionally admitted to the program. However, in order to confirm your admission, it is necessary for you to complete document verification. This process entails bringing all the original documents that you have uploaded in the admission and Samarth Portal at the time of application and seat confirmation.

The document verification is scheduled to take place on 30th July to 1st of August, 2025. It is important that you are physically present on this date given to you to complete the verification process and confirm the admission. We understand that this may be a short notice for you but please make necessary arrangement to reach the campus on the specified date and time with all the mandatory and relevant original documents to confirm your admission. If you have any questions or concerns, please do not hesitate to reach out to us in admissionsinfo@tiss.ac.in

DOCUMENT VERIFICATION PROCESS

Documents to be produced at the time of Document Verification:

The students who have taken admission must produce the following documents, wherever applicable, for verification **in original along with a set of photo copy**, during the verification process as per the date allotted to confirm the admission.

a) **Certificates / documents to be produced by all candidates**
1. **Secondary School Certificate and & Higher Secondary Certificate and Mark-sheet** (10th and 12th standard);
2. **First Year**: I and II Semester Bachelor's Degree Mark-sheet
3. **Second Year**: III and IV Semester Bachelor's Degree Mark-sheet
4. **Third Year:** V and VI Semester Bachelor's Degree Mark-sheet (if passed and if the degree is of 3 years duration)
5. **Fourth Year**: VII and VIII Semester Bachelor's Degree Mark-sheet (if passed and if the degree is of 4 years duration)
6. **Fifth Year**: IX and X Semester Bachelor's Degree Mark-sheet (if passed and if the degree is of 5 years duration)
7. **Appearance Certificate from College**: If a candidate has appeared for all the examinations of the final year of the Bachelor's Degree and the results are awaited, the candidate must produce a certificate from the College/University indicating that he/she has appeared for all the final year Bachelor's Degree examinations, including practical, if any. (This is not the bonafide certificate that you sent along with your first application). Provisional selection will not be confirmed if the above is not produced at the time of verification.
8. Copy of Aadhar Card to be submitted at the time of verification.
9. Copy of the bank passbook / cancelled cheque (this will be required to make online refunds, wherever applicable / required)

10. **Original Migration Certificate:** Migration Certificate issued by University/Institute authorities should be submitted to the Academic Section at the time of verification or on or before October 31st, 2025. Anyone failing to submit original copy of migration certificate by October 31st, 2025 will not be allowed to continue their programme at the Institute. **THIS DATE MUST BE NOTED FOR DUE COMPLIANCE.**

11. Two passport size photographs.

12. You need to provide your Academic Bank of Credits (ABC) registration ID during the time of document verification.

b) **Certificate / Documents to be produced by candidates belonging to specific categories:**

Candidates belonging to SC/ST/OBC(NC)/EWS/PWD/Kashmiri Migrant (KM)/Armed Forced (AF) categories should note that they have provisionally been selected for admission process under the category they mentioned in the online application form. However, these students need to submit original valid documents in the prescribed format such as Income Certificate issued of the preceding financial Year 2024-25, Caste/Tribe Certificate, OBC (NC) Certificate, Income & Assets Certificate by EWS candidate (Issued after 31/03/2025 or has to be valid as on the date of verification), Medical Certificate by PWD candidate, AF certificate and KM certificate etc. If the above-mentioned valid documents are not produced and/or not found valid at the time of document verification, the provisional admission will be cancelled immediately.

1. Caste/Tribe/OBC (NC) Certificate (the Non-Creamy layer certificate only for OBC category issued after 31/03/2025 or has to be valid as on the date of verification**).**

2. Income Certificate of the preceding Financial Year i.e. 2024-25 for those SC/ST/OBC(NC) candidates who are eligible for GOI-Post Matric Scholarship.

3. Income and Assets Certificate by the EWS students in the prescribed form issued by a competent authority (only for students provisionally admitted under EWS category) for the preceding Financial Year i.e. 2024-25 and issued after 31/03/2025.

4. Certificate of Disability issued by a competent authority (if applicable) in the prescribed format.

5. Certificate of Kashmiri Migrant (Certificate issued by a competent authority indicating the status of Kashmiri Migrant). This will be subject to the GOI directives.

6. Certificate for Armed Forces Category which clearly shows the priority category out of the seven categories identified by Government of India.

7. Compulsory Internship Completion Certificate in case of students any medical graduate. Failure to submit the Internship completion certificate as per the conditions above will be considered as non-fulfillment of eligibility requirements and hence liable for cancellation of admission.

8. Resignation letter/ Relieving order/ No objection letter, if employed, should be submitted before joining the programme.

Important points to be noted

a. If any of the above documents in original are not produced for verification, provisional selection will be cancelled immediately.

b. Admission will be subject to the fulfillment of the **eligibility** requirements as confirmed through the verification of original certificates, mark-sheets, etc. At any point of time during the process of admission or later, if it is found that the student does not fulfill any of the eligibility criteria, admission granted will be cancelled with immediate effect. Hence it is the responsibility of the student to ensure that all the eligibility criteria are met before payment of fees.

No representation for relaxation or reconsideration of the decision will be entertained in such cases.

c. **Students who are in the final year of their Bachelor's Degree**, but have not passed in all the courses (main /major /subsidiary, etc.) of the first and second year (if the degree is of 03 year duration)/ first, second and third year (if the degree is of 04 years duration) / first, second, third and fourth year (if the degree is of 05 years duration), are not eligible for admission to any of the Master's Degree programmes offered by the Institute. If such cases are found during the verification process or any time later, the admission will be cancelled with immediate effect. Hence it is the responsibility of the student to ensure thatall the eligibility criteria are met before payment of fees.

d. Original documents will be immediately returned to the student after physical verification at the verification desk. However original migration certificate from other universities will be retained by the Institute as per relevant regulations in this regard.

e. The policy of the Government for GoI-PMS facility will be followed as per the Government of India rules.

Sd/

Assistant Registrar (Academic)