Procedure to request services

Send an email to jsscpt@jssonline.org with details as below

Name as registered in college documents

Course

Registration number

Year of admission

Year of completion

Service requested

Any special requests

Fees for services

Sl no	Service	Fees (INR)
1	Transcript (first request)	7,500
2	Transcript (subsequent requests)	4,500
3	Completion of forms for overseas agencies including universities	10,000
4	Study certificates (including attested copies) for overseas applications	1000
5	Attestation of syllabus copies	5,000
6	Transfer certificates	200