

ADMINISTRATIVE ASSISTANCE TAB

Procedure of Procurement of Documents from Symbiosis Law School, Pune

After receiving their degree for the completion of their courses at Symbiosis Law School, Pune, the Alumni may need to collect certain documents. To make this process easy, please note the following process which is required to be followed by them to obtain documents they may require.

1. Letter of Recommendation-

- The Alumni would have to approach the faculty from whom the Letter of Recommendation is required.
- The concerned faculty and the Alumni will be required to co-ordinate with each other to prepare the Letter of Recommendation.
- Subsequently, there is a payment of fees which is needed to be made to the Accounts Department for Letterheads on which the Letter of Recommendation is going to be printed.
- If the Alumni is using the Letter of Recommendation for a foreign university, the initial letterhead would cost 500/- rupees and 100/- rupees for every subsequent page. However, if they are applying to a national university, it would cost 100/- rupees per page.
- The Alumni would then have to procure the Letterheads from the Administrative Department and print out of the Letter of Recommendation on the Letterhead.
- Following which, the Alumni would have to get the sign of the concerned faculty on the Letter of Recommendation following which they would have to approach the Administrative Department for the Stamp of Symbiosis Law School, Pune.

2. Passing Certificate and Marksheets

- Primarily, the Alumni would have to procure the No Dues form from the Administrative Department and fill in the required details. The details required include their Name, PRN and Batch.

- The Alumni would then have to approach the library to get the necessary stamps to indicate that there are currently no payment(s) which needs to be made to the college from their side.
- Subsequently, this No-Dues form would then have to be submitted to the Administrative Department who would provide you with the required documents.

3. Re-issue of Marksheet.

- A mail would have to be sent to the Administrative Department which includes necessary details such as what semester marksheet is required, their PRN, their mobile number etc.
- The Administrative Department will send a form. This form needs to be filled by the Alumni.
- A payment for the re-issue of the Marksheet would have to be done by the Alumni.
- The process for re-issue takes a minimum of a week and maximum of 15 days.

4. Attendance Certificate

- The primary step the Alumni would have to take is to approach the Accounts Department where they would be required to fill a form and make a payment.
- This form along with a photocopy of the Alumni's Consolidated Marksheet would have to be submitted to the Administrative Department.
- Following which the Administrative Department would provide the Alumni with a form consisted of requisite details which needs to be filled and submitted to the Administrative Department.
- It would take a minimum of 2 days for the Attendance Certificate to be ready.

5. Transcripts

- Transcripts are dealt by Symbiosis International University.
- The Alumni can read the following PDF file to understand the process for procuring a transcript - <https://www.siu.edu.in/pdf/resources/Instructions-to-apply-for-Transcript-2022.pdf>

- For any doubts regarding the same, they may mail the same to transcript@siu.edu.in

The Alumni may contact the Alumni Committee of Symbiosis Law School, Pune to assist them in any manner with respect to the aforementioned documents or any other documents or requirements.

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