

MADRAS SCHOOL OF SOCIAL WORK

Procedure for Document Verification and obtaining Official Transcripts.

A. Document Verification (From Employers/Agencies authorized by Employers)

1. Pay a fee of Rs.500/- per candidate through any of the following methods:

a. Online Bank Transfer to the following Account:

Name : Society for Social Education and Research

Bank : ICICI, Egmore Branch

Ac.No: 60360126334

IFSC : ICIC0006036

b. Use the payment link in the website. Choose ‘Document Verification’ and enter the amount and pay.

c. Demand Draft in favor of ‘Society for Social Education and Research’ payable at Chennai.

2. Send an email to coe@mssw.in attaching the soft copies of the certificates to be verified and proof of payment. You may also Post/Courier the same to the following address: Controller of Examinations, Madras School of Social Work No.32, Casa Major Road, Egmore, Chennai – 600 008.

3. COE will email the scanned verification confirmation within 5 working days.

B. Official Transcripts:-

1. Use the same process outlined above to pay Rs.500/- per set and Rs.50/- for additional sets.

2. Deliver to COE Office in-person or through a representative:

a. A request letter addressed to the Controller of Examinations.

b. Proof of payment of transcript fees.

c. Good quality copies of the Semester Mark Sheets and Consolidated Mark Sheets.

d. A4 size cloth lined envelope to send the documents.

3. The COE will verify and attest the documents in 5 working days.
4. With regard to WES form, fill in the required details in PART A and bring the Form for us to fill in PART B.
5. In case you authorize your relative/friend to do the above process, mention that in your request letter and ask them to show their ID proof.

PRINCIPAL