

## **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: 603601266334  
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](mailto: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**