

**PROCEDURE FOR OBTAINING TRANSCRIPTS
(Required for higher studies in foreign Universities)**

1. The student shall apply for the issue of Transcripts in the prescribed application available with the Office of the Controller of Examinations.
2. He/She should submit the application in person at the Office of the Controller of Examinations if he/she cannot come in person, he/she shall send it through authorised person (along with a letter authorizing him/her to receive the transcripts on his/her behalf).
3. The applicant should have identified the Universities for which he/she wants to apply. The Transcripts will be put inside the envelope, sealed and signed. The names and addresses of such Universities should be written on the covers.
4. The fee for issue of transcripts is Rs.200/- (Rupees Two hundred only) per set payable by Demand Draft drawn in favour of. “Controller of Examinations, Anna University Chennai, Chennai – 25”.

For Affiliated college students

5. The individual should bring the original Degree Certificate, Provisional Certificate, Grade sheets/ Mark sheet (1st to 8th sem), etc and also one set of legible photo copies (both front & back side) of the said certificates, along with the a cover. The photocopies will be retained by office of the Controller of Examinations after the issue of transcript.

Also they should bring photocopies of +2 mark sheet giving date of birth. (CBSE students should

Produce photocopies of 10th std mark sheet giving date of birth).

For students of CEG / AC Tech / MIT / SAP

6. The students of College of Engineering Guindy, A C Tech Chennai, MIT & School of Architecture & Planning should bring all their individual Mark sheets, Consolidated statement of marks, Provisional/Degree Certificate (original copies) along with required number of photocopies. (one set of photocopies for each University).

The applicant should submit the filled-in application for issue of Transcript, Demand Draft, Original certificate and photocopies of the certificates to the Transcript Section of the Office of the Controller of Examinations. The authorized signatory will sign the Transcripts & envelopes (inside which the Transcripts are put and sealed) and after acknowledging receipt of the Transcript, the individual can collect the Transcript.

Normal time for the issue of Transcripts is as follows:

1. Cases where the Original Certificates are produced ---- 1 week (From the date of submission of application.) .
2. Cases where the Original Certificates are not produced ---- 1 month (From the date of submission of application)

**OFFICE OF THE CONTROLLER OF EXAMINATIONS
ANNA UNIVERSITY CHENNAI – CHENNAI 25.**

TRANSCRIPT SECTION

NOTIFICATION

The following certificates are being issued to the candidates on request and on payment of Rs.200/- per certificate with effect from 05.05.2009 Application in this regard is available with the Transcript section and the fees shall be paid in the form of Demand Draft drawn in favour of “The Controller of Examinations, Anna University Chennai, Chennai – 25”.

The certificates will be issued within 5 days from the date of receipt of request.

Sl. No	Particulars	Fee
1.	Fee for issue of Medium of Instruction Certificate	Rs. 200/- per certificate
2.	Fee for issue of Rank Certificate when the rank of the candidate is above 50.	Rs. 200/- per certificate
3.	Fee for issue of Clarification on GPA/CGPA	Rs. 200/- per certificate
4.	Fee for issue of Date & Month of Award of Degree Certificate	Rs. 200/- per certificate
5.	Fee for issue of one set of Transcripts (one set contains mark sheets of each semester consolidated mark sheet and provisional /degree certificate)	Rs. 200/- per set

- **Note:** The candidate should attach a copy of the relevant information sought by the Institution / Employer for production of the above certificate from the University.

CONTROLLER OF EXAMINATIONS



ANNA UNIVERSITY CHENNAI
Chennai – 600 025.
OFFICE OF THE CONTROLLER OF EXAMINATIONS

APPLICATION FOR ISSUE OF TRANSCRIPTS.

(To be signed by the individual who wants the transcript for himself/herself)

1. Name :
2. Roll No :
3. Branch of Study :
4. Year of Study :
5. Address :

6. No. of sets for which Transcripts are to be sent:
7. Certificates for which Transcripts are required
 - a) Degree Certificate
 - b) Grade Sheet / Mark Sheet
 - c) -----
8. Whether originals of the above Certificates have been produced now Yes / No
9. Whether sufficient Xerox copies are available (Neat and legible copies with sufficient space at the bottom of the certificates for attestation are to be provided) Yes / No
10. Whether the names and address of the Universities are written on the cover (for getting sealed and signed covers, address to be written on the covers) Yes / No
11. Payment Details
 - a) Amount of fees paid: Rs.
(Demand draft at the rate of Rs. 200- per set to be drawn in favour of CONTROLLER OF EXAMINATIONS, ANNA UNIVERSITY CHENNAI, Chennai 600 025)
 - b) DD No and Date : No :

Dated :

Signature of the Individual with date

ACKNOWLEDGEMENT

Received the Transcripts today

Signature of the Individual with date

NOTE:

Time required for issue of Transcripts.

1. If original certificates are produced within one week.
2. If original certificates are not produced after one month.