

OFFICE OF THE CONTROLLER OF EXAMINATIONS

TRANSCRIPTS SECTION

CHECK LIST

NOTE:

STUDENTS/AUTHORISED PERSONS ARE REQUESTED TO CHECK THE FOLLOWING ITEMS BEFORE SUBMITTING THEIR APPLICATION FOR TRANSCRIPTS:

1. Check whether you have brought the required number of photo copies of your certificates.
2. Check whether the photo copy is very clear and legible. Unclear and ugly copies may disqualify your candidature at the University admission office and also it stands testimony to our quality of work.
3. Check whether all the data and information available in the original certificates are available in the photo copies.
4. Check whether you have brought the transcript fee at the rate of Rs.100/- per University in the form of Demand Draft, drawn in favour of "Controller of Examinations" Anna University, Chennai 25, from a Nationalised bank.
5. Check whether you have brought an authorization letter from the student concerned, if you are not the applicant.
6. Check whether you have brought all the original certificates. If originals are not furnished, the process of authentication may get delayed and at times it may even take more than one month from the time of submission.
7. Check whether you have arranged your photo copies in an orderly manner, i.e. the photo copies should be kept immediately after the respective original Certificates.

NOTE:

1. If any of the above items is missing avoid submitting your application and submit after fulfilling all the above requirements.
2. If you have any grievance, you may contact the **Deputy Controller of Examinations II** or the **Controller of Examinations** for redressing your grievance.
3. Kindly co-operate with the University staff to serve you better.

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