



OFFICE OF THE CONTROLLER OF THE EXAMINATIONS

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

1. Candidates 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 names and addresses of the Universities should be written on the covers, which will be supplied by the Universities at the time of application.
4. The fee for issue of transcripts is **Rs.500/- (Rupees Five hundred only)** per set payable by Demand Draft drawn in favour of. “Controller of Examinations, Anna University, Chennai – 25” payable at Chennai.

For Affiliated college students:

5. a) The individual should bring the original Degree Certificate, Provisional Certificate, Consolidated Statement of Mark, Grade sheets/ Mark sheets (1st to 8th sem), Passport size Photo and a proof of identify of the candidate along with one set of legible photo copies (both front & back side) of the said certificates in a cover. The photocopies of the certificates will be retained by office of the Controller of Examinations after the issue of transcript.
- b) 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 (in which the Transcripts are put and sealed) and the individual can collect the Transcript after acknowledging receipt of the Transcript Covers.

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 25

TRANSCRIPT SECTION

NOTIFICATION

The following certificates are being issued to the candidates on request and on payment of revised rate with effect from 15.01.2011. 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 – 25”.

The certificates will be issued within One week 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. 500/- 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. 500/- 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 – 600 025
OFFICE OF THE CONTROLLER OF EXAMINATIONS

Appl. No:

APPLICATION FOR ISSUE OF THE TRANSCRIPTS

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

- 1.NAME : 2.REGISTER NO :
- 3.BRANCH OF STUDY : 4.YEAR OF STUDY :
- 5.ADDRESS : 6.NAME OF THE COLLEGE
- 7.Contact Phone No. / Cell No.:
8. No. of sets of Transcripts are required :
9. Certificates for which Transcripts are required : Consolidated Mark Sheet /
Provisional certificate/ Degree Certificate
(Please tick whichever is required)
10. Whether Originals of the above Certificates have been produced. : Yes / No
11. List of the Original Certificates produced (Specify) :
12. Whether sufficient Photocopies are produced (Neat and legible copies with sufficient space at the bottom of the certificates for attestation are to be provided) : Yes
13. Whether the names and addresses of the Universities are written on the cover : Yes
14. Payment Details :
DD No. and Date :
Name of Bank :
Amount of fees paid :
(Rs. 500/- per set per cover)

Signature of the Individual with date

Received the Transcripts in sealed cover

Received all original certificates

Signature :

Signature :

Date :

Date :

Normal time required for issue of Transcript is as follows:

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