



**AMET**  
**UNIVERSITY**  
(Deemed to be University Under Section 3 of UGC Act 1956)

**OFFICE OF THE CONTROLLER OF EXAMINATIONS**

**APPLICATION FOR ISSUE OF THE TRANSCRIPTS**

(To be signed only by the candidate)

1. NAME:
2. REGISTER NO:
3. BRANCH OF STUDY:
4. YEAR OF STUDY:
5. ADDRESS:
6. Contact phone No/Cell No.:
7. No. of sets of Transcripts are required :
8. Certificates for which Transcripts are required :
  - ☐ Semester Wise Grade Sheet
  - ☐ Consolidated Mark Sheet
  - ☐ Provisional Certificate
  - ☐ Degree Certificate
9. Whether Originals of the above Certificates have been produced : Yes/No
10. List of the Original Certificate produced (Specify) :
11. 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/ No
12. Whether the names and addresses of the universities are to be written on the cover : Yes/ No

**Signature of the Student 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
3. Fees for Transcript: **3000/-** per Transcript.