

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 Sheet | : <input type="checkbox"/> Semester Wise Grade
<input type="checkbox"/> Consolidated Mark Sheet
<input type="checkbox"/> Provisional Certificate
<input type="checkbox"/> 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 written on the cover | |
| | : Yes/ No |

**Signature of the Individual
with Date:**

**Received the Transcripts in sealed cover
Certificates**

Received all Original

Signature:

Signature:

Date:

Date:

Normal time required for issue of Transcript is as follows:

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

3. Fees for Transcript: 3000/-.

Duplicate degree certificate-2000/-