



## OFFICE OF THE CONTROLLER OF EXAMINATIONS (Transcript Section) Application for issue of the TRANSCRIPTS

Date :

1. Candidate Name	
2. Register Number	
3. Branch of Study	
4. Year of Study	
5. Address	
6. Student ID No.	
7. Contact Phone / Mobile No.	
8. No. of sets of Transcripts required	
9. Certificates for which Transcripts are required (Please tick whichever is required)	<input type="checkbox"/> Consolidated Mark Sheet
10. Whether sufficient photocopies are produced (Neat and legible copies with sufficient space at the bottom of the certificates for attestation to be provided)	
11. Payment Details: a. D.D. No. and Date b. Name of the Bank c. Amount of Fees paid (Rs.2000/- per set per Cover)	

Signature of the Candidate / Authorized person with date

Controller of Examinations

Dean /TAP

PRINCIPAL

Received the Transcripts with attested cover

Signature

Normal time for issue of Transcripts

7 Working Days



## OFFICE OF THE CONTROLLER OF EXAMINATIONS PROCEDURE FOR OBTAINING TRANSCRIPTS

(Required for Higher Studies in Foreign Universities)

1. The candidate shall apply for the issue of Transcripts in the prescribed application available with the and Transcriptssection under the office of the Controller of Examinations.
2. He / She should submit the filled application in person at the Transcripts section under the office of the Controller of Examinations.

Note : If he/ she could not come in person he /she shall sent it through his/ her parents / authorized person (along with a letter authorizing them to receive the Transcripts on his /her behalf.)

3. A passport size photo of the candidate and photocopy of X<sup>th</sup> or XII<sup>th</sup> Mark Sheet should be enclosed with the application.
4. The fee for issue of Transcripts is Rs. 2000/- (Rupees Two thousand Only) drawn in favour of "SEC EXAMINATIONS", Payable at Chennai per set per cover.
5. The candidate should bring with him / here the photocopy of certificates of Grade / Mark sheets etc., along with A4 size envelope (1No.)
6. The applicant should identify the Universities for which he/ she want to apply. Attested adhesive flap covers will be provided by CoE office, Sri Sairam Engineering College.
7. Identity proof (Driving License, Passport, Voter ID, PAN Card, Aadhaar Card) should be produced at the time of collection of Transcripts.
8. Transcripts correct within 7 days after received without payment.

**Controller of Examinations**