



OFFICE OF THE CONTROLLER OF EXAMINATIONS

APPLICATION FOR ISSUE OF THE TRANSCRIPTS

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

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 : Consolidated Grade Sheet
9. Whether Originals of the above Certificate have been produced. : Yes / No
10. List of the Original Certificates 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
12. Whether the names and addresses of the Universities are written on the cover : Yes
13. Payment Details:
Whether the amount Rs. 1000/- paid at accounts section : Yes

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.