



**OFFICE OF THE CONTROLLER OF 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. She should submit the application in person at the Office of the Controller of Examinations. If she cannot come in person, she shall send it through authorised person (along with a letter authorizing her to receive the transcripts on her behalf).
3. The applicant should have identified the Universities for which 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.1000/- (Rupees One Thousand only)** per set.
5. a) The individual should bring the original Degree Certificate, Provisional Certificate, Consolidated Statement of Mark, Grade sheets / Mark sheets (1<sup>st</sup> to 8<sup>th</sup> 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 10<sup>th</sup> std mark sheet giving date of birth).
6. 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)

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