



Affix a
recent
Passport
size Photo
here

Office of the Controller of Examinations

Application for Transcripts

1. Candidate Name : _____
2. Register Number : _____
3. Branch of Study : _____
4. Year of Study : _____
5. Address : _____

6. Contact Number : _____
7. No. of sets of Transcripts required : _____
8. Certificates for which Transcripts are required : ☐ Consolidated Mark Statement
☐ Others (Details to be mentioned)

9. Whether sufficient photocopies are produced : Yes / No
(Neat and legible copies with sufficient space at the
bottom of the certificates for attestation to be provided)
10. Payment Details : _____
(Receipt Number with Date)

Signature of the Candidate / Authorized Person
with date

Received the Transcripts with attested cover

Name of the Receiver : _____

Date : _____

Signature : _____



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 Exam Cell. He / She should submit the filled application in person at the Exam Cell.

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).
2. A passport size photo of the candidate and photocopy of X or XII Mark sheet should be enclosed with the application.
3. The fee for issue of Transcripts is Rs. 1000/- (Rupees One Thousand only) per set per cover which should be paid in Accounts Office.
4. The candidate should bring with him / her the photocopy of certificates of Degree, Grade sheets etc., along with A4 size envelop (1 No.).
5. The applicant should identify the Universities for which he/ she wants to apply. Attested flap covers will be provided by the College.
6. Identity proof (Driving Licence/Passport/Voter ID/Pan Card/Aadhar Card) should be produced at the time of collection of Transcripts.

CONTROLLER OF EXAMINATIONS