



ANNA UNIVERSITY :: CHENNAI - 600 025
OFFICE OF THE CONTROLLER OF THE 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. He / She should submit the application in person at the Office of the Controller of Examinations. If he / she cannot come in person, he/she shall send it through authorised person (along with a letter authorizing him / her to receive the transcripts on his / her behalf).
3. The applicant should have identified the Universities for which he / 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 ₹500/- (Rupees Five hundred only) per set payable by Demand Draft drawn in favour of "Controller of Examinations, Anna University, Chennai – 25" payable at Chennai.

**For Affiliated College Students (Non-Autonomous Colleges) /
Distance Education Students, Anna University, Chennai:**

5. a) The students should bring the original Degree Certificate / Provisional Certificate, Consolidated Statement of Marks, Grade sheets / Mark sheets (All Semesters), 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 full-scale envelope. Further the students who have completed their degree programmes should bring required number of photocopies (both front & back side) of Degree Certificate / Provisional Certificate. One set of photocopies of all 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 10th std. mark sheet giving date of birth).

For Students of Autonomous Institutions:

6. The students of Autonomous Institutions affiliated to Anna University should bring all their individual mark sheets, consolidated statement of marks and provisional / degree certificate (original copies) along with required number of photocopies. The students should also bring required number of attested (by the concerned authorities of the autonomous institution) photocopies of individual mark / grade sheets and consolidated statement of marks / grades. (One set of photocopies for each University and one extra set for the office of COE)

For Students of CEG / AC Tech / MIT / SAP:

7. The students of College of Engineering Guindy, A C Tech, MIT and School of Architecture & Planning should bring all their individual mark / grade sheets, consolidated statement of marks / grades, Provisional / Degree Certificate (original copies) along with required number of photocopies. (One set of photocopies for each University and one extra set for the office of COE)

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 applicant can collect the Transcript after acknowledging receipt of the Transcript Covers.

Normal time for the issue of Transcripts is as follows:

- Cases where the Original Certificates are produced ---- 1 week (From the date of submission of application).
- Cases where the Original Certificates are not produced ---- 1 month (From the date of submission of application)



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TRANSCRIPT SECTION

NOTIFICATION

The following certificates are being issued to the candidates on request and on payment of revised rate with effect from 15.01.2011. Application in this regard is available with the Transcript section and the fees shall be paid in the form of Demand Draft drawn in favour of “The Controller of Examinations, Anna University, Chennai – 25”.

The certificates will be issued within One week from the date of receipt of request.

Sl.No.	Particulars	Fee
1	Fee for issue of Medium of Instruction Certificate	₹200/- per certificate
2	Fee for issue of Rank Certificate when the rank of the candidate is above 50.	₹500/- per certificate
3	Fee for issue of Clarification on GPA/CGPA	₹200/- per certificate
4	Fee for issue of Date & Month of Award of Degree Certificate	₹200/- per certificate
5	Fee for issue of one set of Transcripts (one set contains mark sheets of each semester, consolidated mark sheet and provisional / degree certificate)	₹500/- per set

Note : The candidate should attach a copy of the relevant information sought by the Institution / Employer for production of the above certificate from the University.

CONTROLLER OF EXAMINATIONS



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CHENNAI - 600 025
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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. NAME OF THE COLLEGE : |
| | 7. Contact Phone No. / Cell No.: |
| 8. No. of sets of Transcripts are required | : |
| 9. Certificates for which Transcripts are required | : <input type="checkbox"/> Consolidated Mark Sheet |
| | <input type="checkbox"/> Provisional certificate |
| | <input type="checkbox"/> Degree Certificate |
| 10. Whether Originals of the above Certificates have been produced. | : Yes / No |
| 11. List of the Original Certificates produced (Specify) | : |
| 12. 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 |
| 13. Whether the names and addresses of the Universities are written on the cover | : Yes / No |
| 14. Payment Details: | |
| (i) DD No. and Date | : |
| (ii) Name of Bank | : |
| (iii) Amount of fees paid (₹500/- per set per cover) | : |

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