



**ANNA UNIVERSITY:: CHENNAI – 600 025
OFFICE OF THE CONTROLLER OF THE
EXAMINATIONS**

**PROCEDURE FOR OBTAINING TRANSCRIPTS
ONLINE**

(Required for higher studies in foreign Universities)

1. Applicants can request their transcripts online at www.annauniv.itranscripts.in
2. The applicant shall sign-up/ login to the above portal and is required to fill-in all details provided in the portal.
3. The applicant is required to upload all documents requested in the portal. Online applications that do not have the requested documents will not be processed.
4. Applicant shall provide the shipping address for delivering the processed transcripts.
5. Payment for processing the transcript application shall be made online.
6. Once the applicant completes the payment, He / she can track the status of the transcript order.
7. The processed transcripts will be couriered / shipped to the address entered by the applicant.
8. The applicant will receive the transcript at the shipping address. Applicants are not permitted to collect the transcripts requested online at the University office.

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