



## OFFICE OF THE CONTROLLER OF EXAMINATIONS

ANNA UNIVERSITY :: CHENNAI – 600 025

### **PROCEDURE FOR OBTAINING TRANSCRIPTS**

(Required for Higher studies in foreign Universities)

1. Candidates shall apply for the issue of Transcripts in prescribed Application form available free of cost at the Transcript Section of the Office of the Controller of Examinations.
2. The Candidate should submit the duly filled in application form in Person/Person authorized by the Candidate (along with authorization letter and photocopy of the Government authorized proof of Identity of Person authorized) at the Transcript Section of the Office of the Controller of Examinations.
3. The Person who submitting the Application form for Transcripts should come and collect the Transcripts, if not able to come and collect the Transcripts, an Authorized Person (Along with the Authorization Letter to collect the Transcript along with a photocopy of the Government authorized Proof of Identity of Person collecting Transcripts) can collect the Transcript at the Office of the Controller of Examinations.
4. The Candidate should have identified the Universities/Institutions for which the Transcripts are required. The names and addresses of the Universities/Institutions should be written on the official envelope for transcripts which will be supplied at time of submitting the Application form.
5. The fee for issue of Transcripts is **Rs. 500/-** (Rupees Five Hundred only) per set has to be paid in the form of Demand Draft drawn in favour of “Controller of Examinations, Anna University, Chennai – 25” payable at Chennai.

### **For the Students of Non – Autonomous Affiliated Colleges / Institutions and Distance Education Programmes :**

6. The Candidates should bring the Photocopy of (both front and backside) Degree Certificate / Provisional Certificate (in case of student not awarded the degree), Consolidated Statement of Marks/Grades (if the programme is completed and passed), Statement of Marks/Grades (All the completed Semesters), One Passport Size Photo, One Proof of Identity, One Proof of Date of Birth (SSLC/HSC) of the above mentioned certificates in a suitable size envelope. One set of photocopies of all the Certificates will be retained by the Office of the Controller of Examinations.
7. The Candidates will be issued the required number of Transcripts with marks/grades of all the completed semesters printed on a single sheet duly signed by the Attesting Officers.

**For the Students of Autonomous Affiliated colleges / Institutions :**

8. Only the photocopy of the Degree Certificate / Provisional Certificate (in case of student not awarded the degree) issued by the University will be Attested by the Attesting Officers.
9. The Controller of Examinations of the respective Autonomous Affiliated Colleges / Institutions will issue the Transcripts or Attest the Photocopy of Statement of Marks / Grades issued by them.

**For the Students of College of Engineering Guindy / Alagappa College of Technology, Chennai / Madras Institute of Technology / School of Architecture and Planning :**

10. The Candidates should bring their latest photocopy of the statement of Grades/Marks (if Grades/Marks printed from the first semester till the latest semester) or individual semester statement of Grades/Marks (only if semester wise statement of Grades / Marks issued) or Consolidated Statement of Grades/Marks, Degree Certificate / Provisional Certificate (in case of student not awarded the degree) along with the required number plus one set of good quality photocopies in a suitable size envelope. One set of photocopies of all the Certificates will be retained by the Office of the Controller of Examinations.

**Normal Time for the Issue of the Transcripts is as follows :**

**For College of Engineering Guindy / Alagappa College of Technology, Chennai / Madras Institute of Technology / School of Architecture and Planning and Autonomous Affiliated Colleges / Institutions :**


- **5 Working Days** excluding the day of submission

**For Non – Autonomous Affiliated Colleges / Institutions :**

- **10 – 15 Working Days** excluding the day of submission

The Candidate / Person Authorized by the candidate should submit the filled-in Application for issue of Transcripts, along with required number of Photocopies and other documents to the Transcripts section of the office of the Controller of Examinations. They can collect the Transcripts and the envelopes after acknowledging the receipt in the Transcript Application form.

**CONTROLLER OF EXAMINATIONS**

	<b>ANNA UNIVERSITY</b> <b>CHENNAI - 600 025</b> <b>OFFICE OF THE CONTROLLER OF EXAMINATIONS</b>	Dir:	044 - 2235 7247, 2235 7244,044 - 2235 7246, 22301506
		Fax:	91 - 44 - 2230 1134
		E-mail:	coe@annauniv.edu

### **NOTIFICATION ON ISSUE OF TRANSCRIPTS**

**The Procedure for the issue of Transcripts for the Students of Anna University, Chennai is as**

**follows:**

**For the Students of Non – Autonomous Affiliated Colleges / Institutions and Distance Education**

**Programmes:**

1. The Photocopy of the Degree Certificate / Provisional Certificate (in case of student not awarded the degree) issued by the University will be Attested by the Attesting Officers.
2. Transcripts with marks/grades of all the completed semesters printed on a single sheet duly signed by the Attesting Officers will be issued.

**For the Students of Autonomous Affiliated Colleges / Institutions:**

1. Only the photocopy of the Degree Certificate / Provisional Certificate (in case of student not awarded the degree) issued by the University will be Attested by the Attesting Officers.
2. The Controller of Examinations of the respective Autonomous Affiliated Colleges/Institutions will issue the Transcripts or Attest the photocopy of the Statement of Marks / Grades issued by them.

**For the Students of College of Engineering Guindy / Alagappa College of Technology, Chennai / Madras**

**Institute of Technology / School of Architecture and Planning:**

1. Photocopy of the latest statement of Grades/Marks (if Grades/Marks printed from the first semester till the latest semester) or individual semester statement of Grades/Marks (if semester wise statement of Grades/Marks are issued) or Consolidated Statement of Grades/Marks, photocopy of the Degree Certificate / Provisional Certificate (in case of student not awarded the degree) will be Attested by the Attesting Officers.

**CONTROLLER OF EXAMINATIONS**



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

**TRANSCRIPT SECTION**

**FEES DETAILS OF VARIOUS CERTIFICATES**

The following Certificates are being issued to the candidates on request and on payment of fees as given below. The candidates should apply for these certificates on request letter available in Transcript Section, **Controller of Examinations, Anna University, Chennai – 25** along with **demand draft** for the required amount drawn in favour of “Controller of Examinations, Anna University, Chennai – 25” payable at Chennai and one set of photocopies of the Transfer Certificate (in case of student completed the course), Bona-fide Certificate from the Head of the Institution (for current student), Degree Certificate / Provisional Certificate (in case of student not awarded the degree), Consolidated Statement of Marks/Grades or Individual semester statement of Marks/Grades (if consolidated statement of Grades/Marks not issued). These certificates will be issued within 3 **Working Days** excluding the day of submission of application. One set of photocopies of all the Certificates will be retained by the Office of the Controller of Examinations.

<b>Sl. No.</b>	<b>Name of the Certificate</b>	<b>Fee</b>
1	Medium of Instruction Certificate	Rs. 200/- Per Certificate
2	Certificate for conversion of GPA/CGPA into equivalent percentage	Rs. 200/- Per Certificate
3	Certificate for the Month and Year of Award of Degree	Rs. 200/- Per Certificate
4	Certificate of Notification on Issue of Transcripts	Rs. 200/- Per Certificate
5	WES/CES/ICAS Academic Records Request Form / Academic Transcript Request Form / Transcript Evaluation Form etc. (The required format and required number plus two copies of the format have to be submitted by candidate)	Rs. 200/- Per Certificate
6	Rank Certificate (if Rank is Above 50)	Rs. 500/- Per Certificate
7	Transcripts (Prescribed application form is available free of cost at the Transcript Section of the Office of the Controller of the Examinations)	Rs. 500/- Per set

**Controller of Examinations**