

# OFFICE OF THE CONTROLLER OF EXAMINATIONS

ANNA UNIVERSITY :: CHENNAI – 25

20.03.2021

## NOTIFICATION REGARDING TRANSCRIPTS

For the benefit of the students of University Departments, Constituent Colleges, Non-Autonomous and Autonomous Affiliated Colleges of Anna University, transcripts and other certificates are provided in both, online and offline mode by the Office of the Controller of Examinations, Anna University, Chennai.

Detailed procedure is provided in the website of the office of the Controller of Examinations, Anna University, under **student services** ([https://aucoe.annauniv.edu/student\\_services.php](https://aucoe.annauniv.edu/student_services.php)), for obtaining various documents such as transcripts, verification of genuineness of the certificates, certificate of medium of instruction, etc. For each requirement, the students may follow the given procedure and make an application and upload copies of necessary documents. Since the task involves administrative work and database back-up, the University will require a minimum of 10 to 15 working days to complete the process and university will dispatch the documents in a sealed envelope to the address provided by the applicant. The process may be delayed further in case of any clarification to be obtained from the applicants. Hence, the applicants are advised to send an email to the following ID with their queries, in case of any delay related to Transcript and other documents.

[transcriptannauniv@gmail.com](mailto:transcriptannauniv@gmail.com)

They may also clarify by calling the transcript section of the office of the Controller of Examinations. Phone numbers 044-22357247 / 22357345 / 22357346.

For any technical issues in filing the application for the transcripts and for other certificates in the online mode, the applicants may send email to:

[transcriptenquiry@gmail.com](mailto:transcriptenquiry@gmail.com)

They may seek clarification over phone at 044-22357307.

For any postal delay, the applicants may track with the tracking ID available in the students login ID after dispatch and further they are also advised to contact the postal department.

**The applicants are further requested not to correspond to the other officials of the University such as Vice Chancellor / Registrar / Directors / Deans for any delay / queries.**

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