



K. Ramakrishnan
College of Technology

Autonomous

Affiliated to Anna University Chennai, Approved by AICTE New Delhi,
Accredited by NBA and with 'A++' grade by NAAC

Samayapuram, Tiruchirappalli - 621 112, Tamilnadu, India.

Office of the Controller of Examinations



APPLICATION FOR ISSUE OF THE TRANSCRIPTS

1. CANDIDATE NAME
2. REGISTER No.:
3. BRANCH:
4. YEAR OF STUDY:
5. ADDRESS:
6. Contact Phone No./ CeII No. :
7. No. of sets of Transcripts required : Consolidated Mark Sheet
8. Certificates for which Transcripts are required
(Please tick whichever is required) ☐
9. Whether sufficient photocopies are produced
(Neat and legible copies with sufficient space at
the bottom of the certificates for attestation to be
provided) : Yes / No
10. Payment Details: : 700 X =
- a. Amount of Fee paid (Rs. 700/- per set with A4 Cloth
lined Cover)

Signature of the Candidate / Authorized person
with date

Received the Transcripts with attested cover

Signature

Date :

Normal time for issue of Transcripts

10-15 Working Days

P.T O.

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 Distance Education and Transcripts section under the office of the Controller of Examinations.
2. He / She should submit the filled application in person at the Transcripts section under the office of the Controller of Examinations.

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.

3. A passport size photo of the candidate and photocopy of X ^{or} XII Mark Sheet should be enclosed with the application.
4. The fee for issue of Transcripts is Rs. 700/- (Rupees Seven Hundred Only) drawn in favour of Controller of Examination, K.Ramakrishnan College of Technology, Samayapuram – 621112 per set per cover.
5. The candidate should bring with him / her the photocopy of certificates of Degree, Grade / Mark sheets etc., along with A4 size envelope (1 No.)
6. The applicant should identify the Universities for which he/ she wants to apply. Attested adhesive flap covers will be provided by Anna University.
7. Identity proof (Driving Licence, Passport, Voter ID, Pan Card, Aadhar Card) should be produced at the time of collection of Transcripts.

Controller of Examinations