SRI VENKATESWARA COLLEGE OF ENGINEERING
OFFICE OF THE CONTROLLER OF EXAMINATIONS

APPLICATION FOR ISSUE OF THE TRANSCRIPT

1) STUDENT NAME :

2) REGISTRATION NUMBER :

3) BRANCH OF STUDY :

4) YEAR/ SEMESTER OF STUDY :

5) ADDRESS :

6) Contact Phone No./ Mobile No. :

7) Email ID :

8) Number of Transcripts required :

9) Whether Required Transcript Fee Paid: Yes/No
   [Original Counter foil should be attached]

AMOUNT : Rs.

For Office Use	
Mis. Receipt. No.	MF/R/ /
Amount	Rs.
Signature	
Date	/ /

Signature of the Candidate /
Authorized person with date

Received the Transcripts

Signature :

Date :

Normal time for issue of Transcripts   7-10 Working Days

P.T O.

SRI VENKATESWARA COLLEGE OF ENGINEERING
OFFICE OF THE CONTROLLER OF EXAMINATIONS

PROCEDURE FOR OBTAININGTRANSCRIPTS
(Required for Higher Studies in Foreign Universities)

1. **The** student shall apply for the issue of Transcripts in the prescribed application available in the office of the Controller of Examinations, SVCE.

2. He / She should submit the filled in application in person at the office of Controller of Examinations,SVCE.

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. The fee for issue of Transcripts is Rs.1000/- (Rupees One Thousand Only) Per Transcript and to be paid in favour of SVCE- Controller of Examination, (**Indian Bank-Sriperumbudur Branch-Account No.6489817750**).

4. The candidate should bring with him / her the photocopy of certificates of Degree (if received), Grade / Mark sheets etc.,

5. The applicant should identify the Universities for which he/ she wants to apply. Attested covers will be provided by us.

6. Identity proof (College id card (For current students only) Driving License, Passport, Voter ID, Pan Card, Aadhar Card) should be produced at the time of collection of Transcripts.

Controller ofExaminations