



**V.S.B. ENGINEERING COLLEGE, KARUR – 639 111.**

(An Autonomous Institution, Affiliated to Anna University, Chennai)

**OFFICE OF THE CONTROLLER OF EXAMINATIONS**

Form No : Ex 5.3

Version : 1

w.e.f : 10.04.2026

## Application for Transcripts

1. Candidate Name : \_\_\_\_\_
2. Register Number : \_\_\_\_\_
3. Programme & Branch : \_\_\_\_\_
4. Year : \_\_\_\_\_
5. Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Contact Number and Email ID : \_\_\_\_\_
7. No. of sets of Transcripts required : \_\_\_\_\_
8. Certificates for which Transcripts are required :  Consolidated Mark Statement  
 Others (Details to be mentioned)  
\_\_\_\_\_
9. Whether sufficient photocopies are produced : Yes / No  
(Neat and legible copies with sufficient space at the bottom of the certificates for attestation to be provided)
10. Fee Paid Date & Receipt Number : \_\_\_\_\_

Signature of the Candidate / Authorized Person  
With date

**CLASS ADVISOR**

**HOD**

**COE**

## **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 COE office. He/She should submit the filled application in person at the COE office.

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 and Photo copy of the government authenticated ID of the person authorized to receive the Transcripts on his / her behalf).

2. A passport size photo of the candidate and photocopy of X or XII Mark sheet and all Semester Grade sheets should be enclosed with the application.
3. The fee for issue of Transcripts is Rs.1000/-(Rupees One Thousand only) per transcript.
4. The candidate should pay the prescribed fees in the Trust Office and submit the receipt in the COE office. The candidate should bring with him/her the photocopy of certificates of Degree, Grade sheets etc., along with (A4 size envelope) (1No.).
5. Identity proof (Driving License/Passport/Voter ID/ PAN Card/Aadhar Card) should be produced at the time of collection of Transcripts.

**CONTROLLER OF EXAMINATIONS**