



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

(A). 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 is 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 the time of submitting the Application form.
5. The fee for issue of Transcripts is **Rs. 750/-** (Rupees seven Hundred and fifty 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

	ANNA UNIVERSITY CHENNAI - 600 025 OFFICE OF THE CONTROLLER OF EXAMINATIONS			Dir: 044 - 2235 7247, 2235 7244 044 - 2235 7265
				Fax: 91-44-22301134
			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.

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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 4-5 **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.

SI. No.	Name of the Certificate	Fee
1	Medium of Instruction Certificate	Rs. 300/- Per Certificate
2	Certificate for conversion of GPA/CGPA into equivalent percentage	Rs. 300/- Per Certificate
3	Certificate for the Month and Year of Award of Degree	Rs. 300/- Per Certificate
4	Certificate of Notification on Issue of Transcripts	Rs. 300/- Per Certificate
5	WES/CES/ICAS Academic Records Request Form /Academic Transcript Request Form / Transcript Evaluation Form etc. (The required format and required number with two copies of the format have to be submitted by candidate)	Rs. 300/- 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. 750/- Per set

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(B). PROCEDURE FOR OBTAINING TRANSCRIPT THROUGH ONLINE

<https://aucoe.annauniv.edu> (Click student service)

<https://onlinetranscript.annauniv.edu/transcript> (Click Transcript)

1. The candidate has to register first with REGISTER NUMBER and PASSWORD.
2. After registration , the candidate has to LOGIN to upload the necessary documents to obtain transcript and other certificate documents through online.
3. The necessary payment charges has to be paid to obtain the transcript and other documents through online.
4. The shipment charges (Courier charges) has to be paid for delivering the transcript to the candidate's communication address/personal address (This facility will be implemented in due course).

FEES FOR ONLINE(DOMESTIC &INTERNATIONAL) AND OFFLINE TRANSCRIPTS/COURIER CHARGES

Sl.No.	Name of the certificates	Revision of Fee Per Transcript /Certificate
1.	Offline Transcripts	Rs. 750.00
2.	Online Transcripts (Domestic) * (Applicable Shipment charges quoted by the Courier agency for different destinations)	Rs . 850.00 Plus *
3.	Other documents (CGPA to %, WES,Medium, Notification and Degree Awarding letter)	Rs. 300.00
4.	Online Transcript (International) * (Applicable Shipment charges quoted by the Courier agency for different countries).	\$ 20/- Plus *

PHOTOCOPIES OF CERTIFICATES REQUIRED FOR UPLOADING TO OBTAIN THE TRANSCRIPT AND OTHER DOCUMENTS THROUGH ONLINE AS FOLLOWS :

1. FOR APPLYING TRANSCRIPT :

- Photocopy of 10th Std or 12th Std Mark sheet or Birth Certificate.
- ID Proof (Photocopy of passport or Driving Licence or Aadhaar card or PAN Card or any Government valid ID)
- Photocopy of Consoliated Statement of Mark (CSM) / Consolidated Statement of Grade (CSG)
- Photocopy of Degree Certificate or Provisional Certificate * (Back to Back as it is in the original Certificate) * if Degree certificate not issued by the University.
- Photocopy of each semester Statement of Grade for current students.
- Passport size photo.

2. FOR APPLYING MEDIUM CERTIFICATE :

- Photocopy of Consolidated Statement of Marks/Consolidated Statement of Grades.
- Photocopy of Degree Certificate or Provisional Certificate (if Degree certificate not issued by the University).

3. FOR CGPA TO % CONVERSION CERTIFICATE :

- Consolidated Statement of Grade(CSG)
- Photocopy of Degree Certificate or Provisional Certificate (if Degree certificate not issued by the University).
- Photocopy of each semester Statement of Grade for current students.

4. FOR WES/CES/ICAS FORM AUTHENTICATION :

- Candidate has to download WES/CES/ICAS form from WES/CES/ICAS website after filling Part – A Section of WES/CES/ICAS form, the candidate has to upload to obtain the WES/CES/ICAS authentication from the University.
- Photocopy of Consolidated Statement of Mark (CSM) / Consolidated Statement of Grade (CSG).
- Photocopy of Degree Certificate or Provisional Certificate (if Degree certificate not issued by the University).
- Photocopy of Transfer certificate / Course completion certificate / Bonafide from the respective Institution.

5. NOTIFICATION - NON-ISSUANCE OF EACH SEMESTER MARKSHEET ATTESTATION :

- Consolidated Statement of Grade(CSG)
- Photocopy of Degree Certificate or Provisional Certificate (if Degree certificate not issued by the University).
- Photocopy of Statement of Grades and Bonafide from the respective Institution for current students

6. DEGREE AWARDING LETTER :

- **Consolidated Statement of Grade(CSG)**
- **Provisional Certificate .**
- **Photocopy of Statement of Grades & Bonafide Certificate from the College for current students.**

7. DELIVER OF DOCUMENTS :

- **The Schedule time for the issue and Delivery of online transcript and other documents to the communication / personal address of candidate (if opted for courier facility) or collecting in person or through authorised letter of the candidate at the Transcript office, Controller of Examination,Anna University,Chennai – 600 025.**
- **15 – 20 WORKING DAYS ***
- *** The Transcripts and other Certificate documents will be made available after receiving the missing documents (if any) and on receipt of payment to the Controller of Examination, Anna University, Chennai – 600 025.**
- **For Clarification if any, Please contact : 044 – 22357247, 22357265**
- **Email ID: transcriptannauniv@gmail.com**