



APPLICATION FOR ISSUE OF TRANSCRIPTS

- 1 Name in **CAPITAL** letters :
- 2 Register Number :
- 3 Programme of study : **BE / B.Tech / ME / MBA / MCA**
- 4 Branch / Specialization :
- 5 Period of study : **20 / 20**
- 6 Completed the course : **Yes / No**
 - a. If **No** Current Semester in which you are studying :
- 7 Whether the originals of the certificates have been produced? : **Yes / No**
- 8 Whether the names and addresses of the University are written on the cover : **Yes / No**
- 9 Amount Paid (**Rs. 500/- per set**) : **₹**
- 10 Whether the Transcripts will be received in Person or through authorized representative? : **In Person / Authorized Person**
- 11 Mobile Number :
- 12 Total Sets of Transcripts required:

STATEMENTS	NUMBER OF SETS REQUIRED TO BE ATTESTED
i. SEMESTER GRADE SHEET(S)	:
ii. CONSOLIDATED GRADE SHEET	:
iii. PROVISIONAL CERTIFICATE	:
iv. DEGREE CERTIFICATE	:
v. RANK CERTIFICATE	:

Signature with date

Received all original certificates and the transcripts in sealed cover

Date:

Name and Signature of the receiver

Contact Number:



Procedure for obtaining Transcripts

1. Candidates shall download the application form for issue of Transcripts and submit the duly filled in application form in the Office of the Controller of Examinations.
2. The application form should be submitted along with the required number of Photocopies of the grade sheets / consolidated grade sheets / provisional certificate / degree certificate and rank certificate to the office of Controller of Examinations.
3. The candidate may either come in person or send an authorized person for collecting the Transcript Copies. The authorized person should submit authorization letter, Photo ID proof.
4. Copies of grade sheets taken in colour photo copiers will not be attested.
5. The fee for issuing transcript is (*Rupees Five Hundred Only*) ₹ 500/- per set should be paid in college office and the photocopy of the fee paid receipt should be enclosed along with the application form.
6. Per set means –
 1. One photocopy of individual grade sheets.
 2. One photocopy of consolidated grade sheet.
 3. One photocopy of provisional certificate.
 4. One photocopy of degree certificate.
 5. One photocopy of rank certificate.
7. The Transcripts, after attestation, will be placed in sealed covers and handed over in person to the candidate/authorized person after acknowledging receipt of the Transcript Covers. The candidates shall make their own arrangements for sending the transcripts covers to Foreign Universities.
8. The attestation will be done only for the grade sheets issued by the Controller of Examinations, Sri Krishna College of Technology. Other grade sheets will not be attested.

Check List for applying for Transcripts:

1. Duly filled in application form.
2. Required number of photocopy of certificates (*both front & back side*).
3. Photocopy of fee paid receipt – Rs. 500/- per set.
4. Transcript covers for sealing the transcript copies – (*self-adhesive covers shall be preferred*).
5. If transcripts are to be received through authorized person – authorization letter and ID proof to be submitted at the time of receiving the transcripts.