**OFFICE OF THE CONTROLLER OF EXAMINATIONS**

 **APPLICATION FOR ISSUE OF TRANSCRIPTS**

 **Date:**

|  |  |  |
| --- | --- | --- |
| **1** | **Name** |  |
| **2** | **Register Number (Ten digit No.)** |  |
| **3** | **Degree & Branch** |  | **Period of Study**  |  |
| **4** | **Contact Number** |  |
| **5** | **Email ID** |  |
| **6** | **No. of sets of Transcripts required** |  |
| **7** | **Certificates for which Transcripts are required** (Please tick whichever is required) **** |
| **Grade sheets (Upto\_\_\_\_\_ Semester) 󠇞** | **Consolidated Mark Sheet**  |
| **8** | **Whether Originals of the above Certificates have been produced: Yes / No** |
| **9** | **List of the Original Certificates Produced (Specify)** |  |
| **10** | **Whether sufficient Photocopies are produced (Neat and legible copies with sufficient space at the bottom of the certificates for attestation are to be provided) : Yes / No** |
| **11** | **Whether the names and addresses of the Universities are written on the cover : Yes / No** |
| **12** | **Payment Details (Rs. 2000/- per set per cover)****Receipt No. & Date:** |
| **13** | **The fee for issue of transcripts is Rs.2000/- (Rupees Two Thousand only) per set to be paid in the****the following Institute account:****Account Name: HINDUSTAN INSTITUTE OF TECHNOLOGY & SCIENCE EXAM A/C****Account Number: 255401000000001****Bank Name: INDIAN OVERSEAS BANK****Branch : PADUR****IFSC CODE: IOBA0002554** |
| **14** | **Mode of Delivery (Tick any one)****󠇞 Self-Collection at COE Office****󠇞 Authorized collection:** Name of the Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Relationship: \_\_\_\_\_\_\_\_\_\_\_ (Any Valid Photo ID is required)**󠇞 By Post** (give full address with Pincode, Mobile No.)  |
| **Signature of the Individual with date Controller of Examinations**  |
| **Received the Transcripts in Sealed cover Received all originals Certificates**Signature with date: Signature with date:  |

**Normal time required for issue of Transcript: TEN DAYS**