**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**