



HINDUSTAN

INSTITUTE OF TECHNOLOGY & SCIENCE
(DEEMED TO BE UNIVERSITY)

Rajiv Gandhi Salai (OMR), Padur – Chennai 603 103

OFFICE OF THE CONTROLLER OF EXAMINATIONS

INSTRUCTIONS TO APPLY FOR TRANSCRIPTS

(Required for higher studies in foreign Universities)

1. Candidates shall apply for the issue of Transcripts in the prescribed application form available in the Office of the Controller of Examinations.
2. He/She should submit the application in person at the Office of the Controller of Examinations. If he/she cannot come in person, he/she shall send it through authorized person (along with a letter authorizing him/her to receive the transcripts on his/her behalf).
3. The applicant should have identified the Universities for which he/she wants to apply. The names and addresses of the Universities should be typed on the A4 covers, which should be submitted to COE office at the time of submitting the application.
4. Students should bring the required photocopies of the certificates and A4 cover.
(Eg: If No. of sets of Transcripts required is 1, Kindly bring 2 set of photocopies)
5. The fee for issue of transcripts is Rs.2000/- (**Rupees Two Thousand only**) per set to be paid in the Accounts Department of Hindustan Institute of Technology and Science, Chennai – 603 103 or to 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

6. a) The individual should bring the Original Degree Certificate, Provisional Certificate, Consolidated Statement of Mark, Grade sheets / Mark sheets (All Semesters), Passport size Photo and a proof of identify of the candidate along with one set of legible photocopies (both front & back side) in a cover. The photocopies of the certificates will be retained by the office of the Controller of Examinations after the issue of transcript.
b) Also they should bring photocopies of +2 mark sheet to verify the date of birth.
7. The applicant should submit the filled-in application for issue of Transcript, Receipt of Payment, Original certificate and photocopies of the certificates to the Office of the Controller of Examinations. The authorized signatory will sign the Transcripts & envelopes (in which the Transcripts are put and sealed) and the individual can collect the Transcript after acknowledging receipt of the Transcript Covers.

Normal time for the issue of Transcripts: **TEN DAYS**

CONTROLLER OF EXAMINATIONS