

	<p style="text-align: center;">KALASALINGAM Academy of Research and Education DEEMED TO BE UNIVERSITY Estd.U/S 3 of UGC Act 1956, Accredited by NAAC with "A" Grade</p>	<p>Anand Nagar, Krishnankoil – 626 126 Srivilliputtur (via), Virudhunagar (DT) Tamilnadu, INDIA. Ph: 04563-289300 e-mail : coe@klu.ac.in</p>
<p>www.kalasalingam.ac.in 1800 425 7884 1800 425 9395</p>		

OFFICE OF THE CONTROLLER OF EXAMINATIONS

PROCEDURE FOR OBTAINING TRANSCRIPTS

(Required for higher studies in foreign Universities)

1. The student shall apply for the issue of Transcripts in the prescribed application available with the Office of the Controller of Examinations.
2. The applicant should have identified the Universities for which he/she wants to apply. The Transcripts will be put inside the envelope, sealed and signed. The names and addresses of such Universities should be written on the covers.
3. The fee for issue of transcripts is Rs.200/- (Rupees Two hundred only) per set to pay in the University Cash Counter.
4. The student should bring the original Degree Certificate, Provisional Certificate, Grade sheets/ Mark sheet (1st to 8th sem), etc and also one set of legible photo copies (both front & back side) of the said certificates, along with the a cover. The photocopies will be retained by office of the Controller of Examinations after the issue of transcript.
5. The applicant should submit the filled-in application for issue of Transcript, Cash Receipt, Original certificate and photocopies of the certificates to the Transcript Section of the Office of the Controller of Examinations. The authorized signatory will sign the Transcripts & envelopes (inside which the Transcripts are put and sealed) and after acknowledging receipt of the Transcript, the individual can collect the Transcript.

Normal time for the issue of Transcripts is as follows:

1. Cases where the Original Certificates are produced ---- 1 week (From the date of submission of application.).

CONTROLLER OF EXAMINATIONS



KALASALINGAM

Academy of Research and Education

DEEMED TO BE UNIVERSITY

Estd.U/S 3 of UGC Act 1956, Accredited by NAAC with "A" Grade

Anand Nagar, Krishnankoil – 626 126
Srivilliputtur (via), Virudhunagar (DT)
Tamilnadu, INDIA.
Ph: 04563-289300
e-mail : coe@klu.ac.in

www.kalasalingam.ac.in | 1800 425 7884 | 1800 425 9395

OFFICE OF THE CONTROLLER OF EXAMINATIONS

Application for obtaining Transcript / Rank Certificate

Name	:	
Programme	:	B. Tech. / B.Arch. / M.Tech. / M.Sc. / MCA / MBA/B.Sc/BBA/BA/B.COM
Register Number	:	
Department	:	
Semester	:	
Specialization	:	
If Rank Certificate: (till which semester you need)	:	
No. of Transcripts Required	:	
Date on which application is submitted	:	
Address for Communication	:	
Name and Address of the Universities for which you are applying	:	
	:	
	:	
Signature of student	:	
Signature of HoD	:	
Signature of COE	:	

FOR OFFICE USE ONLY

Cash Receipt No. ----

Issued on ----

Issued By:

Controller of Examinations