

INSTRUCTIONS

1. The following transcripts will be issued by printing the required documents on security paper.
 - (i) Marks Transcripts of Semester examinations
 - (ii) Consolidated Marks Transcript (CMT)

NOTE :

- Transcripts will not be issued for **TRANSFER CERTIFICATE AND DEGREE CERTIFICATES**
 - **Attestation of Mark sheets, consolidated Marks Sheets will not be done by the Controller of Examinations office.**
 - **Attestation will be done only for Transfer Certificate and Degree certificate on showing the Original.**
2. One set of the above documents [i.e., one set (of all semesters) of marks Transcript + one CMT] or part of the set of the above documents, will be issued along with an envelope. For each set of the above documents *only one envelope* will be given. ***It may be noted that for the above items photo-copies have to be enclosed.***
 3. **Cost of Transcript** : Each mark Transcript cost Rs.50. A student can apply for multiple copies of each document. To calculate the cost, multiply the total No. of transcripts required by Rs.50 and add the Postal charges(if it is to be sent by post). Please mention the mode of postage in your application form.
 4. **Submission of application** : The students who require their transcripts have to submit duly filled-in prescribed application for issue of transcripts, to the Controller of Examinations office, along with the necessary total amount of fee (**@ Rs.50.00 per transcript**) along with Mailing charges if applicable, in the form of DEMAND DRAFT in person or by post.
 5. **Demand Draft Details** : The Demand Draft for the total amount of fee must be in favour of the **“The Registrar, Sathyabama University, Payable at Chennai, on any Nationalized Bank.** Please write your Register Number and Name of the candidate on the back side of the Demand Draft.
 6. **Postal Address** : Please post the Transcript Application, Photo copies of the mark sheets whose Transcript is applied for, along with the Demand Draft for the required amount to the following Address: **The Controller of Examinations, Sathyabama University, Jeppiaar Nagar, Rajiv Gandhi Salai, Chennai – 600 119.Tamilnadu.**
 7. **MAILING CHARGES (If Transcripts are to be sent by post)**

Mode of post	Charges within India	Remarks
By Registered Parcel Post (up to 500 grams)	Rs. 300	up to a Maximum of 40 sheets
By Speed Post within India (up to 200 grams)	Rs.200	Approx.15 sheets

8. **Maximum time for issue of Transcripts:** A Maximum time of 10 days from the date of receipt of application form at the Controller of Examinations office.
9. **Enquiry about the status of application:** The status of the application may be enquired by mentioning the application number. Contact Phone No.044-24503150,51,52,53,54,55 Extn: 5025, Email: coeoffice@sathyabamauniversity.ac.in
10. **To collect the Transcript in person:** If the candidate is collecting the transcript in person, you are requested to bring the receipt which was issued by our COE office at the time of submitting the application. The transcripts will not be issued to any other person, without an authorization letter, identification proof and receipt .