R.M.K. ENGINEERING COLLEGE

(*An Autonomous Institution*)

RSM Nagar, Kavaraipettai – 601 206

Office of the Controller of Examinations

Application for Transcripts

1. Candidate Name   : _____

2. Register Number   : _____

3. Branch   : _____

4. Year   : _____

5. Address   : _____

           _____

           _____

6. Contact Number and Email ID   : _____

7. No. of sets of Transcripts required   : _____

8. Certificates for which Transcripts are required   : ☐   Consolidated Mark Statement

           ☐   Others (Details to be mentioned)

           _____

9. Whether sufficient photocopies are produced (Neat and legible copies with sufficient space at the bottom of the certificates for attestation to be provided)   :   Yes / No

10. Payment Details   : _____

     (DD No. Name of Bank and place with Date)

Signature of the Candidate / Authorized Person
With date

HOD   **COE**   **PRINCIPAL & CHIEF COE**

Office of the Controller of Examinations

Procedure for ObtainingTranscripts
(Required for Higher Studies in ForeignUniversities)

1. The candidate shall apply for the issue of Transcripts in the prescribed application available with the COE office. He/She should submit the filled application inperson at the COE office.

   Note : If he/ she could not come in person he /she shall sent it through his/ her parents / authorized person (along with a letter authorizing them and Photo copy of the government authenticated ID of the person authorized to receive the Transcripts on his / herbehalf).

2. A passport size photo of the candidate and photocopy of X or XII Mark sheet and all Semester Grade sheets should be enclosed with the application.

3. The fee for issue of Transcripts is Rs.1000/-(Rupees One Thousand only) per transcript.

4. The candidate should draw a DD in favour of **Controller of Examinations, R.M.K. Engineering College.**The candidate should bring with him/her the photocopy of certificates of Degree, Grade sheets etc., along with (A4 size envelope) (1No.).

5. The candidate should identify the Universities for which he/ she wants to apply. Attested flap covers will be provided by the College.

6. Identity proof (Driving Licence/Passport/Voter ID/ PAN Card/Aadhar Card) should be produced at the time of collection of Transcripts.

CONTROLLER OF EXAMINATIONS