



OFFICE OF THE CONTROLLER OF EXAMINATIONS

APPLICATION FORM FOR TRANSCRIPTS

Date:

Name of the Student (in CAPITAL LETTERS)					
Register No.					
Programme & Branch					
Mobile No.		Email ID			
Purpose of applying					
Type of Transcript required (<input checked="" type="checkbox"/> for applicable)					
Transcripts		Fee Per set (Rs.)	No. of Sets required	Amount Paid (Rs.)	Receipt / DD / Online Payment details
<input type="checkbox"/> TYPE-1 (Individual grade sheets attestation) (Candidates must produce Original Certificates along with the Xerox copies in Person or authorize any person with Original Certificates & Authorization letter)		300			
<input type="checkbox"/> TYPE-2 (Consolidated)		200			
Postal Charges (for Type-2: if required by post)		50			
		TOTAL			
<p>➤ Demand Draft (drawn in favour of The Registrar, Karunya Institute of Technology and Sciences payable at Coimbatore, India)</p> <p>Name of the Bank: _____ City: _____</p> <p>Demand Draft No. _____ Date: _____ for Rs. _____</p> <p>[Cheque / Money Orders / other form of payments not accepted]</p> <p>➤ Mode of Delivery (Tick any one)</p> <p><input type="checkbox"/> Self-collection at CoE Office</p> <p><input type="checkbox"/> Authorized collection: Name of the Person: _____ Relationship: _____ (any Valid Photo ID is required)</p> <p><input type="checkbox"/> By Post (give full address with Pincode, Mobile No.)</p>					
Signature of the Student		Staff i/c		Controller of Examinations	
Receiver's Name: _____ Signature: _____ Date: _____					



Karunya INSTITUTE OF TECHNOLOGY AND SCIENCES
(Declared as Deemed to be University under Sec. 3 of the UGC Act, 1956)
A CHRISTIAN MINORITY RESIDENTIAL INSTITUTION
AICTE Approved & NAAC Accredited
Karunya Nagar, Coimbatore - 641 114, Tamil Nadu, India

INSRTUCTIONS TO APPLY FOR TRANSCRIPTS

Transcripts shall be issued in two types:

Type: 1

Photocopies of the certificates will be attested by the CoE as Transcripts and put inside the cover, sealed and signed.

Requirements:

- ❖ The candidate shall apply for Transcript in the prescribed application form available in the Controller of Examinations page of our website.
- ❖ Candidates should bring required photocopies of the certificates and covers.
- ❖ They must produce the original certificates for verification.
- ❖ Fee receipt for the amount @ Rs.300/- per set shall be attached with the application.
- ❖ Candidates shall attach Educational Verification form (WES form, etc.,) if required.

Type: 2

The details are printed and signed by the CoE and put inside the cover, sealed and signed.

Requirements:

- ❖ The candidate shall apply for Transcript in the prescribed application form available in the Controller of Examinations page of our website.
- ❖ Fee receipt / DD for an amount @ Rs.200/- per set.
- ❖ To get through post / courier an amount of Rs.50/- shall be added for postage.
- ❖ DD shall be taken in favour of **"THE REGISTRAR, KARUNYA INSTITUTE OF TECHNOLOGY AND SCIENCES"** payable at **COIMBATORE**.
- ❖ The filled in form along with necessary documents shall be submitted to

**The Controller of Examinations,
Karunya Institute of Technology and Sciences,
(Deemed to be University),
Karunya Nagar, Coimbatore -641 114
Tamil Nadu, India.**