



**K.L.N. COLLEGE OF ENGINEERING, POTTAPALAYAM – 630 612**  
(An Autonomous Institution Affiliated to Anna University, Chennai)

**OFFICE OF THE CONTROLLER OF EXAMINATIONS**

**PROCEDURE FOR OBTAINING TRANSCRIPTS**

(Required for Higher studies in foreign Universities)

1. Candidates shall apply for the issue of Transcripts in prescribed Application form available in College Website.
2. The Candidate should submit the duly filled in application form in Person / Person authorized by the Candidate (along with authorization letter and photocopy of the Government authorized proof of Identity of Person authorized) in the Student Section.
3. The Person who is submitting the Application form for Transcripts should come and collect the Transcripts, if not able to come and collect the Transcripts, an Authorized Person (Along with the Authorization Letter to collect the Transcript along with a photocopy of the Government authorized Proof of Identity of Person collecting Transcripts) can collect the Transcript at the Office of the Controller of Examinations.
4. The Candidate should have identified the Universities/Institutions for which the Transcripts are required. The names and addresses of the Universities/Institutions should be written on the official envelope for transcripts which will be supplied at the time of submitting the Application form.
5. The fee for issue of Transcripts is **Rs. 750/-** (Rupees Seven Hundred and Fifty only) per set has to be paid in the form of cash or Demand Draft drawn in favour of “The Principal, K.L.N. College of Engineering” payable at Madurai.
6. Normal Time for the Issue of the Transcripts - 2 Working Days excluding the day of submission.

**CONTROLLER OF EXAMINATIONS**



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**APPLICATION FOR ISSUE OF THE TRANSCRIPTS**

(To be signed only by the candidate)

1. Name :
2. Register Number :
3. Branch of Study :
4. Year of Study :
5. Address :
  
6. Contact Phone No. /Mobile No. :
7. Email ID :
8. No. of sets of Transcripts required :
9. Certificates for which Transcripts are required :
  1. Consolidated Grade Sheet
  2. Provisional / Degree Certificate
10. Whether Originals of the above Certificates have been produced : Yes / No
11. List of the Original Certificates produced :
  1. Consolidated Grade Sheet
  2. Provisional / Degree Certificate
12. Whether sufficient Photocopies are produced : Yes / No  
(Neat and legible copies with sufficient space at the bottom of the certificates for attestation are to be provided)
13. Whether the names and addresses of the Universities are written on the cover : Yes / No
14. Payment Details
  - (i) CASH or DD No. with Date :
  - (ii) Name and Branch of the Bank (In case of DD) :
  - (iii) Amount of fees paid :  
(Rs.750/- per set)

**Signature of the Candidate with date**

**Received the Transcripts in sealed cover**

**Received all Original Certificates**

**Signature :**

**Signature :**

**Date :**

**Date :**