



திருவள்ளூர் பல்கலைக்கழகம்
THIRUVALLUVAR UNIVERSITY
Serkkadu, Vellore - 632 115
Tamil Nadu, India

APPLICATION FOR ISSUE OF THE TRANSCRIPTS

1.	Name of the Candidate	:	
2.	Name of the College, College Code where Candidate underwent the course	:	
3.	Register No.	:	
4.	Duration of Study	:	
5.	Date of Birth	:	
6.	Contact Phone Number/ Mobile Number	:	/
7.	No of Sets of Transcripts required	:	
8.	Certificates for which Transcripts are required	:	Consolidated Mark sheet / Provisional Certificate / Degree Certificate (Please tick whichever is required)
9.	Whether Originals of the above certificates have been produced (if yes furnish the details)	:	i. ii. iii.
10.	Whether sufficient Photocopies are produced (Neat and legible copies with sufficient space at the bottom of the certificates for attestation are to be provided)	:	Yes / No
11.	Whether the names and addresses of the Universities are written on the cover	:	Yes / No
12.	Payment Details : DD No & Date : Name of the Bank : Fees paid : (Rs.200/- per set of transcript)	:	

Signature of the Candidate with date

Received the Transcripts in sealed cover

Received all Original Certificates

Signature:
Date :

Signature:
Date :



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PROCEDURE FOR OBTAINING TRANSCRIPTS

(Required for higher studies in foreign Universities)

1. Candidate shall apply for the issue of transcripts in the prescribed application available with the Office of the Controller of Examinations or download from the University website (www.thiruvalluvaruniversity.ac.in.)
2. He/She should submit the application in person at the Office of the Controller of Examinations.
3. The applicant should have identified the Universities where he/she wants to apply. The names and addresses of the Universities should be written on the covers, which will be supplied by the Universities at the time of application.
4. The fee for issue of transcripts is **Rs.200/- (Rupees. Two hundred only)** per set payable by Demand Draft drawn in favour of. "The Registrar, Thiruvalluvar University" payable at Vellore, through any nationalized Bank.
5. The candidate should bring the following certificates in original
 - ✓ Degree Certificate
 - ✓ Provisional Certificate
 - ✓ Mark statement of all semesters
 - ✓ Proof of identity (ID card of the candidate issued by the college)

CONTROLLER OF EXAMINATIONS