



GRT INSTITUTE OF ENGINEERING AND TECHNOLOGY – Tiruttani -631 209

(An Autonomous Institution)

(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai,
Accredited with NAAC "A++" Grade, An NBA Accredited (ECE) & ISO 9001:2015 certified institution)

Instructions for applying Transcript

1. A candidate who wishes to apply Transcript for his/her higher studies in Foreign Universities need to submit the Transcript application form duly signed and approved by the principal after paying the prescribed fee.
2. Such candidates, need to produce photocopy of the following documents:
 - Photocopy of their Consolidated Statement of Grades
 - Provisional or Degree certificate
 - Photocopy of all Grade Sheets received (only if he/she is a current student)
 - ID proof - Driving license, Voter ID, PAN card or Passport

and forward the same to Office of the Controller of Examinations in person or by an authorized person.

3. The prescribed fee for issue of Transcript is Rs.2000/- to be paid in the Accounts department by CASH only.
4. Candidates can collect Transcripts in person from the Office of Controller of Examinations.
5. If a candidate, who could not come in person, need to nominate a person with authorization letter from the candidate. Such authorized person need to attach photocopy of ID proof (Aadhar Card, Driving license, Voter ID, PAN card or Passport) and display original for verification.
6. Processing Time for transcript is 5 working days (excluding the date of applying).
7. Considering the last date of submission of your documents to the abroad University and calculating the processing time of transcripts, a candidate needs to apply well in advance. Office of COE will not hold responsible for the delay caused.

CONTROLLER OF EXAMINATIONS



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Application for Transcript

Name of the Candidate			
Degree and Department			
Register Number			
No. of Transcripts required		Date of Request	
Transcript required as (tick the concern category)	Consolidated Statement of Grade <input type="checkbox"/>		
In case of a current student, upto until which semester Transcript is required?		Original certificate enclosed	YES/NO
Payment mode (Rs.2000/- per transcript)			
CASH (Pay cash & get signed)		Signature of the cashier	
Documents attached	Photocopy of Consolidated Statement of Grades <input type="checkbox"/>		
	Provisional or Degree certificate <input type="checkbox"/>		
	ID card / Passport/Aadhaar Card/PAN Card <input type="checkbox"/>		
Pursuing Programme in Higher Study			
Details of the University/ Institution applied for Further studies?			
Signature of the Candidate			Principal
<u>Received by</u>			
Details of the Nominee: Name: Mobile No: Address:		Signature of the Candidate/Nominee	