



**PRINCE SHRI VENKATESHWARA
PADMAVATHY ENGINEERING COLLEGE**

[AN AUTONOMOUS INSTITUTION]

MEDAVAKKAM - MAMBAKKAM ROAD, PONMAR, CHENNAI - 600 127.

Approved by AICTE, New Delhi / Affiliated to Anna University, Chennai / NAAC Accredited with A++ Grade
ISO 9001 : 2015 Certified Institution / Recognized by UGC Under Section 2(F) & 12(B) of UGC Act 1956



Application Number: _____

OFFICE OF THE CONTROLLER OF EXAMINATIONS

APPLICATION FOR ISSUE OF THE TRANSCRIPTS

(To be signed by the individual who wants the transcript for himself / herself)

1. Name: _____ 2. Register Number: _____

3. Branch of Study: _____ 4. Year of Study: _____

5. Address: _____

6. Contact Phone Number / Cell Number : _____

7. No. of sets of Transcripts are required : _____

8. Certificates for which Transcripts are required :
☐ Consolidated Mark Sheet
☐ Provisional Certificate
☐ Degree Certificate

9. Whether Originals of the above Certificates
have been produced : Yes / No

10. List of the Original Certificates produced
(specify) :

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

12. Whether the names and addresses of the
Universities are written on the cover : Yes / No

13. Status of the Payment : Paid / Unpaid

Signature of the Individual with date

Received the Transcripts in sealed cover

Signature:

Date:

Received all original certificates

Signature:

Date:

Normal time required for issue of Transcript is as follows:-

1. If original certificates are produced – one week 2. If original certificates are not produced – one month