



Velammal Engineering College
(An Autonomous Institution, Affiliated to Anna University – Chennai)
Velammal Newgen Park, Ambattur – Redhills Road , Chennai-600 066

OFFICE OF THE CONTROLLER OF EXAMINATIONS
APPLICATION FOR ISSUE OF TRANSCRIPT CERTIFICATE

Certificate applied for : **Transcript**

Batch : 20__ to 20__

Degree / Branch :

Department :

Details of payment made:

Demand Draft No:

Date :

Bank :

Amount Rs.:

1. Name of the Student :

D.O.B.:

2. Register Number :

Email ID :

3. Gender :

Mobile no.:

4. Month & Year of last appearance in examination :

5. Reason for applying :

6. Whether the prescribed documents are attached as mentioned overleaf :

7. Address to which the certificate is to be sent / Will be collected in person :

List of Enclosures:

- | | |
|----|----|
| 1. | 3. |
| 2. | 4. |
| 5. | 6. |

Place:

Date:

SIGNATURE OF THE CANDIDATE

All the above details are VERIFIED by us and found to be genuine.

Signature of Class Incharge / ACO

Signature of HOD

FOR OFFICE USE ONLY

Certificate printed on : Prepared by :

Certificate No. : Examined by:

Date on which the D.D. was sent to Bank :

Verified & Issued

DCOE :

CONTROLLER OF EXAMINATIONS

INSTRUCTIONS

1. For Transcripts

- a) Attested (by HOD of concerned department) Photocopy of the 10th, 12th Mark sheets, Grade Sheets (**Attested by HOD**)
 - b) Attested (**by HOD of concerned department**) Photocopy of the 10th, 12th Mark sheets, Grade Sheet & Consolidated Grade Sheet (For Graduated students)
 - c) Self - addressed stamped envelope if required (for Registered Post).
 - d) Demand Draft – Proof of payment
 - e) Self-attested Aadhaar Card of the candidate – Photocopy
2. Application should be complete in every respect. Failure to furnish correct details may cause delay in the issue of the certificate.
 3. The fee should be paid ONLY in the form of Demand Draft drawn in favour of “VEC Examinations” payable at Chennai.
 4. Fee once paid will not be refunded or adjusted for any other certificate under any circumstances.

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