



V.S.B. College of Engineering Technical Campus

(An Autonomous Institution)

Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai

NAAC Accredited Institution, NBA Accredited Courses

Coimbatore to Pollachi Road NH -209, Ealur Privu, Kinathukadavu Taluk,
Coimbatore - 642109, Tamilnadu, India. Email:office@vsbcetc.com website : www.vsbcetc.com

OFFICE OF THE CONTROLLER OF EXAMINATIONS

TRANSCRIPT APPLICATION FORM

1. Candidate Name : _____
2. Register Number : _____
3. Branch : _____
4. Year : _____
5. Address : _____

6. Contact Number and Email ID : _____
7. No. of sets of Transcripts required : _____
8. Certificates for which Transcripts are required : Consolidated Mark Statement
 Others (Details to be mentioned)

9. Whether sufficient photocopies are produced : Yes / No
(Neat and legible copies with sufficient
space at the bottom of the certificates for
attestation to be provided)
10. Fee Paid Date & Receipt Number : _____

Signature of the Candidate / Authorized Person
With date

CLASS ADVISOR

HOD

COE



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Procedure for Obtaining Transcripts

(Required for Higher Studies in Foreign Universities)

1. The candidate shall apply for the issue of Transcripts in the prescribed application available with the COE office. He / She should submit the filled application in person at the COE office.

Note: If he/ she could not come in person he /she shall sent it through his/ her parents / authorized person (along with a letter authorizing them and Photo copy of the government authenticated ID of the person authorized to receive the Transcripts on his / her behalf).

2. A passport size photo of the candidate and photocopy of X or XII Mark sheet and all Semester Grade sheets should be enclosed with the application.
3. The fee for issue of Transcripts is Rs.1000/- (Rupees One Thousand only) per transcript.
4. The candidate should pay the prescribed fees in the accounts and submit the receipt in the COE office. The candidate should bring with him/her the photocopy of certificates of Degree, Grade sheets etc., along with (A4 size envelope) (1No.).
5. Identity proof (Driving License/Passport/Voter ID/ PAN Card/Aadhar Card) should be produced at the time of collection of Transcripts.

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