



MUTHAYAMMAL ENGINEERING COLLEGE

(An Autonomous Institution)

(Approved by AICTE, New Delhi, Accredited by NAAC & Affiliated to Anna University)
Rasipuram – 637 408, Namakkal Dist., Tamil Nadu

OFFICE OF CONTROLLER OF EXAMINATIONS

PROCEDURE FOR APPLYING TRANSCRIPTS

(HIGHER STUDIES IN FOREIGN UNIVERSITIES/ IMMIGRATION PURPOSE)

1. The applicant shall apply in the prescribed application form available in the Controller of Examinations office.
2. He/she should submit the application in person at the Controller of Examinations office. If he/she cannot come in person, shall send it through an authorized person (along with a letter authorizing him/her to receive the transcripts on his/her behalf).
3. The individual should bring the following:
 - a. Original Statement of Grades of all semesters along with the photocopies (front & back side)
 - b. Original Consolidate Statement of Grades along with the photocopies (front & back side)
4. Fee Particulars: **One set of Transcript: Rs. 500/-**
5. The transcripts will be issued within two working days after the submission of application along with the original certificates.
6. The signed transcripts will be issued in a sealed envelope


Controller of Examinations