



KS RANGASAMY

College of Arts and Science

An Autonomous Institutions
Affiliated to Periyar University, Salem
Approved by AICTE, New Delhi
Accredited by NAAC with 'A' Grade
Recognized with 2(f) & 12(B) Status by UGC

APPLICATION FOR TRANSCRIPT CERTIFICATE

1. Candidate Details

- Name of the Candidate (as in SSLC) :
- Register Number :
- Name of Department :
- Programme :
- Semester & Year :

2. Contact Details

- Address for Communication:

- Mobile Number: _____ Email ID: _____

3. Transcript Requirement

- Type of Transcript Required: ☐ Degree Transcript ☐ Transcript of Marks
- Number of Copies Required: _____
- Purpose of Transcript (Higher Studies / Employment / Abroad / Others): _____
- If for Foreign University (Sealed Copy Required) : ☐ Yes ☐ No

4. Mode of Collection

- ☐ In Person ☐ Authorized Person / Relative ☐ By Post / Courier (if applicable)

5. Documents Enclosed (Tick ✓)

- ☐ Copy of Degree Certificate / Provisional Certificate
- ☐ Copies of all Semester Mark Sheets
- ☐ Copy of Transfer Certificate (if required)
- ☐ Copy of Aadhaar Card / Valid ID Proof
- ☐ Authorization Letter (if submitted by authorized person)
- ☐ ID Proof of Authorized Person
- ☐ Fee Payment Receipt

6. Declaration by the Candidate

I hereby declare that the information furnished above is true and correct to the best of my knowledge. I understand that the transcript will be issued only after verification of records and payment of the prescribed fee.

Place: _____

Date: _____

Signature of the Candidate

For Office Use Only

- Application Received on : _____
- Fee Paid (Receipt No. & Date) : _____
- Verified by : _____
- Transcript Issued on : _____

Signature of COE



Procedure to Apply for Degree Transcript / Transcript of Marks

1. Application Submission

- The candidate shall submit a duly filled application form for the Degree Transcript / Transcript of Marks to the College/University Office.
- If the candidate is unable to submit the application in person at the College COE Office, a relative may submit the application on the candidate's behalf. In such cases, a valid authorization letter from the candidate along with valid identity proof of the authorized person must be enclosed mandatorily.

2. Required Documents

The following documents must be enclosed with the application:

- Copy of Degree Certificate / Provisional Certificate
- Copies of all Semester Mark Sheets
- Copy of Transfer Certificate (if required)
- Copy of Aadhaar Card / Valid ID proof

3. Fee Payment

The prescribed fee shall be paid at the College CoE Section. The fee receipt must be attached with the application.

4. Verification Process

The submitted documents will be verified by the concerned section (Examinations/COE Office).

5. Processing Time

The Degree Transcript / Transcript of Marks will be processed and issued within the stipulated time after successful verification.

6. Collection of Transcript:

The applicant will be informed once the transcript is ready. It may be collected in person or sent by post (applicable the postal Charge), as per the request.

7. For Foreign University Applications (if applicable)

Candidates applying for higher education abroad may request sealed transcripts addressed to the respective universities.