



திருவள்ளூர் பல்கலைக்கழகம்
THIRUVALLUVAR UNIVERSITY
Serkkadu, Vellore - 632 115
Tamil Nadu, India

Email_Id: tvucoegenuine@gmail.com / Website: www.thiruvalluvaruniversity.ac.in

PROCEDURE FOR OBTAINING TRANSCRIPTS

(Required for higher studies in foreign Universities)

1. Candidate shall apply for the issue of transcripts in the prescribed application available with the Office of the Controller of Examinations or download from the University website (www.thiruvalluvaruniversity.ac.in.)
2. He/She should submit the application along with the **Original challan** in person at the **Office of the Controller of Examinations**.
3. The applicant should have identified the Universities where he/she wants to apply. The names and addresses of the Universities should be written on the covers, which will be supplied by the Universities at the time of application.
4. Fees should be paid into the Bank Account of "**The Registrar, Thiruvalluvar University, (Bank: Indian Overseas Bank, A/C-No: 248401000000002, IFSC Code: IOBA0002484, Branch: Serkkadu, Thiruvalluvar University)**" or fund transfer in **RTGS / NEFT / IMP MODE** through any Nationalized Bank. Original Bank challan should be enclosed along with the Application.
5. The candidate should bring the following certificates in original
 - ✓ Degree Certificate
 - ✓ Provisional Certificate
 - ✓ Mark statement of all semesters
 - ✓ Proof of identity (ID card of the candidate issued by the college).
6. Fee for issue of transcripts is **Rs.2000/- (Per Set)**.

CONTROLLER OF EXAMINATIONS



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APPLICATION FOR ISSUE OF THE TRANSCRIPTS

1.	Name of the Candidate		
2.	Name of the College, College Code where Candidate underwent the course		College Code
3.	Register No		
4.	Duration of Study	From	To
5.	Date of Birth	DD/MM/YYYY	
6.	Contact Phone Number/ Mobile Number		
7.	No of Sets of Transcripts required		
8.	Certificates for which Transcripts are required	Consolidated Mark sheet / Provisional Certificate / Degree Certificate (Please tick whichever is required)	
9.	Whether Originals of the above certificates have been produced (if yes furnish the details)		
10.	Whether sufficient Photocopies are produced (Neat and legible copies with sufficient space at the bottom of the certificates for attestation are to be provided)		
11.	Whether the names and addresses of the Universities are written on the cover		
12.	Details of fee payment (ENCLOSE ORIGINAL CHALLAN)		
	Amount		
	Name of the Bank		
	Transfer From		
	Transfer To	The Registrar, Thiruvalluvar University, Serkkadu, Vellore -632 115	
	Account Number	248401000000002	
	Transfer Date		
	Description		
	UTR Number		
	Reference Number		
	Signature of the Candidate	→	
For Office use Only			
The above information are verified and found correct.			
Checked by			
Date of Verification		Controller of Examinations	