



**SATHYABAMA**  
INSTITUTE OF SCIENCE AND TECHNOLOGY  
(DEEMED TO BE UNIVERSITY)

Accredited with Grade "A" by NAAC | 12 B Status by UGC | Approved by AICTE

[www.sathyabama.ac.in](http://www.sathyabama.ac.in)

**APPLICATION FOR TRANSCRIPTS**

(Read the instructions before filling this application form)

Name of the candidate(in Upper case)	
Programme, Branch and Batch of study	
Register no. of the candidate during his/her period of study	
Date of birth, as mentioned in HSC / TC, DD/MM/YY	
Father's name, as found in TC	

**DETAILS OF TRANSCRIPTS REQUIRED (See backside for Instructions)**

(i) **Set of Mark Transcripts** : (Tick (✓) the relevant semester mark Transcript required and write the month and year of exam)

Month & year of exam (Nov/May)		Month & year of exam (Nov/May)		Month & year of exam (Nov/May)		Month & year of exam (Nov/May)		Month & year of exam (Nov/May)	
Month & year of exam (Nov/May)		Month & year of exam (Nov/May)		Month & year of exam (Nov/May)		Month & year of exam (Nov/May)		Month & year of exam (Nov/May)	

Total No. of marks Transcripts in a set (a) \_\_\_\_\_ No. of sets required (b) \_\_\_\_\_

Transcript of Consolidated Marks sheet: No. of copies required (c) \_\_\_\_\_

**Attach photocopy of Semester marks/Grade sheets and Consolidated mark/Grade sheet whose Transcripts is required**

Total amount to be paid towards cost of Transcripts = [(a×b)×Rs.200 + c×Rs.400] + postal/courier charges if reqd.

PAYMENT MODE :

(A) By Crossed Demand Draft (Write your Register Name and Name on the back side of the Draft) In favour of "EXAM CELL-SATHYABAMA INSTITUTE OF SCIENCE AND TECHNOLOGY" for Rs.\_\_\_\_\_.DD.No.\_\_\_\_\_ dated.\_\_\_\_\_ Name of the Bank: \_\_\_\_\_

(B) By Indian Bank Challan Available in Student Help Desk Payable at Indian Bank, Sathyabama Institute of Science and Technology Branch.

<b>Mode of Receipt of Transcripts-strikeout whichever is not applicable</b>	<b>BY SPEED POST/**PROFESSIONAL COURIER / IN PERSON</b>
<b>Provide the complete postal address only within India (Write in upper case Letters)</b>	
Pin code :	E-mail:
Mobile No.	Phone with STD code:

Date:

Signature of the applicant with name

<b>FOR OFFICE USE ONLY</b>	
Request No. _____ Dated: _____	Due Date: _____
Received by _____	Received the above duplicate copies in person
Despatched by Speed Post / Professional courier	
Despatched on _____	
<b>Signature of Despatcher</b>	<b>Name and Signature of Receiver with Date</b>

## INSTRUCTIONS

The following transcripts will be issued by printing the required documents on security paper.

1. Marks/Grade Transcripts of Semester examinations
2. Consolidated Marks/Grade Transcript

One set of the above documents [i.e., one set (of all semesters) of marks/grade Transcript + one Consolidated Marks/Grade Transcript] or part of the set of the above documents, will be issued along with an envelope. For each set of the above documents only one envelope will be given. **It may be noted that for the above items photo- copies have to be enclosed.** Incomplete application, mailing address outside India, without the required attachments will not be considered.

**Cost of Transcript:** Rs.200.00 per semester mark/grade transcript, Rs.400 per consolidated mark/grade transcript.

A candidate can apply for multiple copies of each document. To calculate the cost, multiply the total no. of semester mark/grade transcripts by Rs.200 + multiply the total no. of consolidated mark/grade transcripts by Rs.400 + the Postal charges (if it is to be sent by post/courier within India). Please mention the mode of receipt of transcripts in your application form.

**Submission of application:** The candidates who require their transcripts have to submit duly filled-in prescribed application for issue of transcripts, to the student help desk, along with the necessary total amount of fee (@ Rs.200.00 per sem mark/grade transcript, Rs.400 per consolidated mark/grade transcript) along with postal/courier charges if applicable, in the form of DEMAND DRAFT in person or by post.

**Demand Draft Details:** The Demand Draft for the total amount of fee must be in favour of the "EXAM CELL-SATHYABAMA INSTITUTE OF SCIENCE AND TECHNOLOGY", Payable at Chennai, on any Nationalized Bank. Please write your Register Number and Name of the candidate on the back side of the Demand Draft.

**Postal Address:** Please post the Transcript Application, Photo copies of the mark sheets whose Transcript is applied for, along with the Demand Draft for the required amount to the following Address: **Student Help Desk, Sathyabama Institute of Science and Technology, Jeppiaar Nagar, Rajiv Gandhi Salai, Chennai – 600 119. Tamilnadu.**

### POSTAL/COURIER CHARGES

Mode of post/**Courier	Charges within India	Remarks
Within India by speed post/**Courier (up to 500 grams)	Rs.300	Maximum of 40 sheets
Within India by speed post/**Courier (up to 200 grams)	Rs.200	Approx.15 sheets

**Maximum time for issue of Transcripts:** A Maximum time of 10 working days from the date of receipt of application form at the Controller of Examinations office.

**Enquiry about the status of application:** The status of the application may be enquired by mentioning the Register number or Requisition No. mentioned in the Payment Receipt issued by Student Help Desk. **Contact Phone No.044-24500645, 24501365**, E-mail: [coe@sathyabama.ac.in](mailto:coe@sathyabama.ac.in)

**To collect the Transcript in person:** If the candidate is collecting the transcript in person, are requested to bring the receipt which was issued by Student Help Desk at the time of submitting the application. The transcripts will not be issued to any other person, without an authorization letter, identification proof and receipt.

#### NOTE :

- Transcripts will not be issued for TRANSFER CERTIFICATE and DEGREE CERTIFICATES.
- Attestation of Mark sheets, consolidated Marks Sheets will not be done by the Controller of Examinations office.
- Attestation will be done only for Transfer Certificate and Degree certificate on showing the original.
- **\*\*If a candidate wants to receive the transcripts by courier mode, should check the availability of "Professional Courier" service in their area. We will send the transcripts within India either by speed post or by "Professional Courier".**