

NOORUL ISLAM CENTRE FOR HIGHER EDUCATION

(Deemed-to-be-University declared under section 3 of UGC Act 1956)
Kumaracoil-629180, Kanyakumari Dist., Tamilnadu

OFFICE OF THE CONTROLLER OF EXAMINATIONS

APPLICATION FOR TRANSCRIPTS

1. Name of the Candidate :
2. Course Undergone in this University :
3. Branch :
4. Register Number :
5. Month & Year of Last Appearance :
6. Year of Study :
7. No. of Sets of Transcripts Required :
8. Address of the Candidate :

9. DETAILS OF TRANSCRIPTS REQUIRED

i.		ii.	
iii.		iv.	
v.		vi.	
vii.		viii.	
ix.		x.	
xi.		xii.	

10. Payment Details:

Amount Paid	:	Date of Payment	:
Chalan No	:		

11. Particulars of the Names and Addresses of the Universities to be applied:

Signature of the Candidate

Controller of Examinations

Received the Transcripts in Sealed Cover

Signature with Date:

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PROCEDURE FOR OBTAINING TRANSCRIPTS

(Required For Higher Studies In Foreign Universities/Institutions)

1. Candidates shall apply for the issue of Transcripts in the prescribed application available with the Office of the Controller of Examinations.
2. He/She should submit the application in person at the Office of the Controller of Examinations.
If he/she cannot come in person, he/she shall send it through authorized person (along with a letter authorizing him/her to receive the transcripts on his / her behalf).
3. The application should have identified the Universities for which 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. The fee for issue of transcripts is Rs. 500/- (Rupees Five hundred only) per set payable through Noorul Islam Centre for Higher Education Office and the applicant should attach the Chalan along with the application.
5. At the time of application Candidates should bring all the Original Certificates for verification and also the number of sets of photocopies of all the certificates required.
6. Candidates should also submit one extra set of photocopies of all the certificates to the Controller of Examinations Section.