



# FRANCIS XAVIER ENGINEERING COLLEGE

An Autonomous Institution

Accredited by NBA | DST-FIST Supported | AICTE Sponsored Margdarshan Mentor Institution  
ISO 9001 : 2015 Certified Institution | Recognized under Section 2(f) & 12(B) of the UGC Act, 1956

No. 103 G2, By Pass Road, Vannarpettai - 627 003, Tirunelveli District, Tamil Nadu, India  
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## Office of the Controller of Examinations

### APPLICATION FOR ISSUE OF THE TRANSCRIPTS

1. CANDIDATE NAME
2. REGISTER No. :
3. BRANCH OF STUDY:
4. BATCH :
5. ADDRESS:
6. Contact Phone No. .:
  
8. No. of sets of Transcripts required :
9. Certificates for which Transcripts are required  
(Please tick whichever is required)
- Consolidated Mark Sheet  
 Certificate
10. Whether sufficient photocopies are produced  
(Neat and legible copies with sufficient space at the bottom of the certificates for attestation to be provided) : Yes / No
11. Payment Details :  
**Amount of Fees to be paid**  
**(Rs. 1000/- per set per Cover)**

Signature of the Candidate / Authorised person  
with date

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Received the Transcripts with attested cover

Signature

Date :

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**Normal time for issue of Transcripts**

**5-7 Working Days excluding the day of  
submission date.**

# **PROCEDURE FOR OBTAINING TRANSCRIPTS**

(Required for Higher Studies in Foreign Universities)

1. The candidate shall apply for the issue of Transcripts in the prescribed application available under the office of the Controller of Examinations.
2. He / She should submit the filled application in person at the office of the Controller of Examinations.

**Note :** If he/ she could not come in person he /she shall sent it through his/ her parents / authorized person (along with a letter authorizing them to receive the Transcripts on his / her behalf.

3. A passport size photo of the candidate and photocopy of X<sup>th</sup> or XII<sup>th</sup> Mark Sheet should be enclosed with the application.
4. The **fee for issue of Transcripts is Rs. 1000/-** (Rupees Thousand Only) and should be paid at the Office of the Controller of Examination, Francis Xavier Engineering College, Tirunelveli - 627 003 **per set per cover.**
5. The candidate should bring with him / her the photocopy of certificates of Degree, Grade / Mark sheets etc., along with Legal size envelope (1 No.)
6. The applicant should identify the Universities for which he/ she wants to apply. Attested adhesive flap covers will be provided by Francis Xavier Engineering College, Tirunelveli - 627 003.
7. **Identity proof** (Driving License, Passport, Voter ID, Pan Card, Aadhar Card) should be produced at the time of collection of Transcripts.

**Controller of Examinations**