BANNARI AMMAN INSTITUTE OF TECHNOLOGY
An Autonomous Institution Affiliated to Anna University - Chennai • Approved by AICTE • Accredited by NAAC with 'A+' Grade
SATHYAMANGALAM - 638401 ERODE DISTRICT TAMILNADU INDIA
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Office of the Controller of Examinations

Procedure for Applying Transcripts - Offline
(Higher Studies in Foreign Universities/ Immigration purpose)

1. The applicant should mention the name of the Universitiy for which he/she wants to apply.

2. The applicant shall apply in the prescribed application form available in the CoE's office.

3. He/she should submit the application in person at the CoE's office. If he/she cannot come in person, shall send it through an authorized person (along with a letter authorizing him/her to receive the transcripts on his/her behalf).

4. The individual should bring the following:
   a. Original Degree Certificate along with a photo copy (front & back side)
   b. Original Provisional Certificate along with a photocopy (front & back side)
   c. Original Statement of Marks / Grades of all semesters along with the photocopies (front & back side)

5. Fee Particulars:

S.No.	Particulars	Amount
1	**One set of Transcripts** (contains marks / grade sheets of each semester, consolidated statement of marks and grade sheet, provisional / degree certificate & clarification on GPA / CGPA)	**Rs. 250/- per set**

6. The transcripts will be issued within two working days after the submission of application along with the original certificates.

7. The signed transcripts will be issued in a sealed envelope.