



திருவள்ளூர் பல்கலைக்கழகம்
(State University Accredited with "B+" Grade by NAAC)
THIRUVALLUVAR UNIVERSITY
Serkkadu, Vellore - 632 115
Tamil Nadu, India

Email_Id: tvucoegenuine@tvu.edu.in / Website: www.tvu.edu.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.tvu.edu.in)
2. He / She should submit the application along with the **online payment receipt** in person at the **Office of the Controller of Examinations**.
3. The applicant should have identified the Universities where he/she wish 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 only online through the University official website (www.tvu.edu.in) by clicking the online payment option.**
5. The candidate should bring the following certificates in original for verification
 - ✓ SSLC & HSC Mark statements
 - ✓ Mark Statement of all semesters
 - ✓ Provisional Certificate
 - ✓ Degree Certificate
 - ✓ Proof of identity (ID card of the candidate issued by the college).
 - ✓ Copy of Passport
6. Fee for issue of transcripts is **Rs.2400/- (Per Degree)**.
7. DD / Cheque will not be accepted.

Controller of Examinations



திருவள்ளூர் பல்கலைக்கழகம்
(State University Accredited with "B" Grade by NAAC)
THIRUVALLUVAR UNIVERSITY
Serkkadu, Vellore - 632 115
Tamil Nadu, India

Email_Id: tvucoegenuine@tvu.edu.in / Website: www.tvu.edu.in

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	Address for communication		
	Signature of the Candidate		
For Office use Only			
The above information are verified and found correct.			
Checked by		Controller of Examinations	
Date of Verification			