

 <p>Stay Ahead</p>	<p><b>BANNARI AMMAN INSTITUTE OF TECHNOLOGY</b>          (An Autonomous Institution Affiliated to Anna University)  <b>SATHYAMANGALAM – 638 401</b>  <b>Office of the Controller of Examinations</b></p>	
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**PROCEDURE FOR APPLYING TRANSCRIPTS**  
**(Required for Higher Studies in Foreign Universities)**

1. The applicant should mention the name of the University for which he/she wants to apply.
2. The applicant shall apply in the prescribed application form available in the office of the Controller of Examinations.
3. He/she should submit the application in person at the office of the Controller of Examinations. 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 photocopy (front & back side)
  - b. **Original Provisional Certificate** along with a photocopy (front & back side)
  - c. **Original Statement of Grades of all semesters** along with the photocopies (front & back side)
  - d. Photocopy of the **+2 Mark Sheet**
  - e. Photocopy of the **10<sup>th</sup> Mark Sheet**
  - f. Cloth lined cover(s).

5. Fee Particulars:

Sl. No.	Particulars	Fee
1	<p><b>One set of Transcripts</b>            (contains grade sheets of each semester, consolidated mark sheet, provisional / degree certificate, medium of instruction certificate &amp; clarification on GPA / CGPA)</p>	<p><b>Rs. 200/- per set</b></p>

6. The transcripts will be issued within seven working days after the submission of application along with the original certificates.
7. The signed transcripts will be issued in a sealed envelope.