



தமிழ்நாடு திறந்தநிலைப் பல்கலைக்கழகம்

TAMIL NADU OPEN UNIVERSITY

[A state Open University Established by Government of Tamil Nadu,
Recognized by UGC & DEB, Member in Asian Association of Open
Universities & Association of Commonwealth Universities]

577, Anna salai, Saidapet, Chennai - 600015.

தொலைபேசி - 044 - 24306645

Web site: www.tnou.ac.in

APPLICATION FOR TRANSCRIPT

(For all Degree / Diploma Programmes)

To

**The Controller of Examinations
Tamil Nadu Open University
577 - Anna Salai, Saidapet
Chennai - 600 015**

FOR OFFICE USE ONLY

Respected Sir,

Sub: Requisition for Transcript Certificate / Academic Records - Reg.

With reference to the subject cited the following details are furnished for issue of Transcript Certificate.

01.	Enrollment No: சேர்க்கை எண்:														
02.	Name of the Student: மாணாக்கர் பெயர்:														
03.	Details of Qualifying Examination Passed: தகுதி பெற்ற தேர்வின் விவரங்கள்:	Name of the Programme													
		Major / Subject													
		Passing of Month & Year													
04.	Details of the Applicant விண்ணப்பதாரரின் விவரங்கள்:	Name / பெயர்:													
		Designation / பதவி:													
05.	Address of the Applicant விண்ணப்பதாரரின் முகவரி:														

06. Details of Fee Paid:

செலுத்திய கட்டண விவரங்கள்:

DD / Transaction ID	Date	Name of the Bank	Amount

I request you to kindly arrange to issue of Transcript Certificates at the earliest please.

Encl. 1. Demand Draft/ Payment receipt as above.

Station:

Date:

Signature of the Applicant

INSTRUCTIONS TO THE APPLICANTS	Application form should be sent to:
The fee for Transcript Certificate can be paid through Demand Draft from any one of the Nationalised Banks in favour of "Tamil Nadu Open University" payable at Chennai. Fee: Rs.1000/- for within India. Rs.2500/- for Foreign Countries.	Application form should be sent to: The Controller of Examinations Tamil Nadu Open University 577, Anna Salai, Saidapet, Chennai - 600 015 For further Details: 044-24306665