

Amrita Vishwa Vidyapeetham
Amrita School of Engineering, Bangalore campus
Issue of Official Transcripts

Following is the norms for applying/collection of official transcripts

1. Applying for Transcripts

Students should submit the filled application form for official transcripts to the Examination Cell. If they cannot come in person, they can send the application through their Parent/Guardian or also by post. The application form can be downloaded from <http://www.amrita.edu/campuses/blr/downloads/index.html>

a) Request submitted by Parent/Guardian

- (i) If the request is sent through their Parent/Guardian, the concerned student should send the authorization letter through them.
- (ii) The Parent/Guardian should show the proof of identity; else the application will not be accepted.

b) Request sent by Post

- (i) If the request is sent by post, the letter should be addressed to Dy. Controller of Examinations, Amrita School of Engineering, Bangalore.
- (ii) The prescribed application fee (mentioned in the application form) should be paid by demand draft drawn in favor of "Amrita Vishwa Vidyapeetham, Bangalore" payable at Bangalore.
- (iii) The application request will be processed only if the demand draft is sent along with the application.

2. Collection of Transcripts

If the concerned student cannot come in person to collect the transcript,

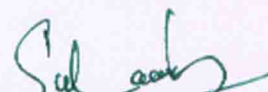
- (i) he/she may authorize his/her Parent/Guardian to collect the transcript in person. Transcripts will be issued to the Parent/Guardian only on they producing the authorization letter issued by the student candidate and a valid identity proof.

OR

- (ii) he/she can request for dispatching the transcripts by post/courier at his/her own risk to their address within India. In that case the student should submit a self-addressed cloth lined cover (B4/A3 size cover) and pay Rs. 100/- for postal charges.



Dy. Controller of Examinations



Associate Dean