

**GOVERNMENT OF TAMIL NADU
DIRECTORATE OF TECHNICAL EDUCATION, CHENNAI – 600 025**

APPLICATION FOR TRANSCRIPT/ATTESTATION

Register Number						Name of the Student					
Course Code											
Institution Code											
Complete Communication Address with Taluk/District/Pincode											
Contact Mobile Number											
Active E-mail ID											
DETAILS OF DOCUMENTS FOR WHICH TRANSCRIPT/ATTESTATION IS REQUIRED											
Tick (✓)	Type of Certificate(s)					Particulars Required					Amount
	Diploma Certificate					Month & Year of Passing					
	Combined Mark Statement					Month & Year of Exam					
	Mark Statement					Semester	Month & Year	Semester	Month & Year		
Details of Payment Made thro' Indian Bank Multi-Utility Chalan						Total Amount					
Reference Number		Journal Number		Date of Payment							
DECLARATION											
The facts stated are true and correct to the best of my knowledge and if found false by the Chairman, Board of Examinations, I shall abide by the decisions of the competent authorities.											
Countersigned by the Principal with Designation Seal						Signature of the Candidate with Date					
FOR OFFICE USE ONLY											
File no :						Prepared by:					
Transcript Type : WES/IQAS/Individual						Verified by :					
Remarks (if any) :						Regional Officer-III					

INSTRUCTIONS

- Application should be made **only by the Candidate** in the prescribed format and should be sent to the below mentioned address through the institution in which the candidate is studying/studied.

**The Chairman,
Board of Examination
DOTE, 53-Sardar Patel Road
Guindy, Chennai-25**

- For closed colleges the candidate's can directly send to Chairman, Board of Examination
- Application received on behalf of the Candidate will not be entertained.
- Candidates shall attach Educational Verification Form (such as WES form), if required.
- The following enclosures are necessary:
 - Photocopy of Documents for which Transcript / Attestation is needed (with one additional set for office records)
 - Original Indian Bank Multi-Utility Challan
- **For generation of Multi-Utility Challan, visit Indian Bank's Website: <http://www.indianbank.in> > Useful Links>Online services >other Links >Department of Technical Education (DOTE) Multi-utility Payment–Students. Enter the Student name, Reg No and Transcript fees details and confirm to generate the Challan. After generation of Multi-Utility Challan, payment can be made either through online or through any branch of Indian Bank.**
- Fees once paid will not be refunded or adjusted for any other certificate under any circumstances.
- **Transcript shall be approved in 15 working days excluding day of submission in person or receipt of hard copy to this office.**
- **Transcript request sent by email cannot be entertained.**
- **Transcript cannot be issued for Consolidated Mark sheet.**
- **For Candidates from Autonomous Polytechnic colleges, transcript shall be verified and approved only for Diploma Certificate.**

FEES TO BE REMITTED THROUGH INDIAN BANK MULTI-UTILITY CHALLAN

Type of Service	Period of Issue	Amount per Certificate (in Rupees)
Transcript / Attestation of <ul style="list-style-type: none">• Diploma Certificate• Provisional Diploma Certificate• Mark Statements	Within 10 Years	300
	More than 10 Years	450

*Amount mentioned above is exclusive of Bank Charges.