

CENTRAL UNIVERSITY OF TAMIL NADU

PROCEDURE TO APPLY FOR CERTIFICATES

It is brought to the notice of all final year students that due to the COVID19 pandemic, the University has initiated a provision for final year students to apply online for various certificates such as **Transfer certificate, Consolidated Grade Sheet/Transcript, Provisional Certificate and /or Migration Certificate** by sending their request with appropriate forms available on the University website under Exams and alongwith fees.

Students are advised to clear all the dues with the University (Sem Fee / Hostel Due / Mess Due / Exam dues / Library due / Sports / Department dues, etc.) before applying for the certificates.

[Click here for DUES](#)

The request for various certificates and filled forms with the appropriate fee payment SBI challan receipt to be communicated to the concerned Department for further action.

The relevant forms and fee details can be obtained from the link:

<https://cutn.ac.in/examinations/>

1. Transfer Certificate

https://cutn.ac.in/wp-content/uploads/2019/04/TC_Certificate_Application_Form.pdf

2. Consolidated Grade Sheet/Transcript *

https://cutn.ac.in/wp-content/uploads/2019/08/Application_Form_Consolidated_Grade_Card_07082019.pdf

Prescribed Fee:

- a. Consolidated Grade Card / Transcript* - Rs. 100/- per semester
- b. [For additional copies of Transcript - Rs. 200/- per copy for Integrated Programmes
Rs. 100/- per copy for all other Programmes]
- c. Consolidated Grade card will be issued only once

* Please enclose grade cards of all Semesters

3. Provisional Certificate and /or Migration Certificate*

https://cutn.ac.in/wp-content/uploads/2020/10/Provisional_Certificate_Application_20102020.pdf

(*Same form can be used. Tick the relevant option)

Prescribed Fee:

- a. Migration Certificate - Rs.100/-
- b. Provisional Degree Certificate - Rs.100/

Students are required to pay Postal Charges of Rs.100/- (within India) for dispatch of their certificates.

The Department through the Dean of the School will send request forms of the students alongwith TC to the O/o the COE. The examination section will send the following Certificates as applicable to students through speed post.

1. Transfer Certificate
2. Final Semester Grade Card
3. Consolidated Grade Sheet / Transcript
4. Provisional Certificate and / or Migration Certificate

PAYMENT INSTRUCTIONS

- The Fee payment for certificates and postal charges may be made through SBI collect under the category “Certificates and Thesis evaluation fee” (as a single payment for all certificates).
- Fee payment for dues may be made through SBI collect under the category “Final year outstanding dues” by selecting appropriate due.

<https://www.onlinesbi.com/sbicollect/icollecthome.htm>

“TO AVOID ANY DELAY STUDENTS ARE ADVISED TO APPLY FOR ALL CERTIFICATES THROUGH A SINGLE REQUEST”.

Last date for receipt of requests alongwith payment and other documentary enclosure: 20th JULY, 2021.
