



तमिलनाडु केन्द्रीय विश्वविद्यालय  
(संसद द्वारा पारित अधिनियम 2009 के अंतर्गत स्थापित)  
CENTRAL UNIVERSITY OF TAMIL NADU

(Established by an Act of Parliament, 2009)

नीलक्कु / Neelakudi,

तिरुवारूर / Thiruvarur - 610 005

EXAMINATIONS SECTION

CUTN/Exam/Course Registration/2023/188

1<sup>st</sup> June, 2023

CIRCULAR

**Sub: Procedure to apply for certificates by final year students – Reg.**

The final year students are advised to apply for various certificates such as, **Consolidated Grade Sheet/Transcript, Provisional Certificate and /or Migration Certificate** by sending their request through the Heads of the concerned Department with appropriate forms available on the University website under Exams alongwith requisite fees.

1. Consolidated Grade Sheet/Transcript *	<b>Prescribed Fee:</b> a. Consolidated Grade Card / Transcript - Rs. 100/- per semester. For additional copies of Transcript ➤ Rs. 200/- for Integrated Programmes ➤ Rs. 100/- for all other programmes (Consolidated Grade Card will be issued only once after completion of course). Consolidated Grade card will be issued only once * Please enclose the copies of the grade cards of all Semesters
2. Provisional Certificate and /or Migration Certificate*	<b>Prescribed Fee :</b> ➤ PROVISIONAL CERTIFICATE – Rs. 300/- ➤ MIGRATION CERTIFICATE – Rs. 300/-
3. Postal Charges	<b>Postal Charges</b> ➤ Rs. 100/- (Within India) ➤ Rs.1500/- (for Overseas destinations).

The Departments shall send request forms of the student's alongwith **copy of TC** to the O/o the COE. The examination section will send the following Certificates as applicable to students through speed post.

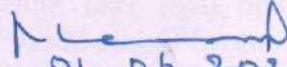
1. Final Semester Grade Card
2. Consolidated Grade Sheet / Transcript
3. Provisional Certificate and / or Migration Certificate

## **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) and postal charges.  
(<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: 11<sup>th</sup> JUNE, 2023.**

  
01 06 2023  
**Controller of Examinations (i/c)**

To

All Head of Departments  
All Faculty members  
System Admin – for uploading in our website.

प्रॉ. एस्. नागराजन / Prof. S. Nagarajan  
परीक्षा नियंत्रक / Controller of Examinations  
तमिलनाडु केंद्रीय विश्वविद्यालय  
Central University of Tamil Nadu  
तिरुवारूर / Thiruvārūr - 610 005