



(Accredited with A+ Grade by NAAC)

OFFICE OF THE CONTROLLER OF EXAMINATIONS

ONCAMPUS PROGRAMMES

INSTRUCTIONS FOR APPLYING CERTIFICATES

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Ph.: 04144 – 238027, Mob: +919489500028

Working Hours: (Monday to Friday 09. 45 a.m. to 5.45p.m.)

1. CONSOLIDATED STATEMENT OF MARKS

- The candidates are requested to send the Hard Copy of the payment receipt, photocopies of (i) all the Statement of marks, (ii) Provisional / Degree certificate (iii) Tuition Fee, Exam Fee, Hostel fee and Library Nil Arrear receipts along with a request letter addressed to “The Controller of Examinations”, Annamalai University, Annamalai Nagar - 608002, Tamil Nadu, India.
- To get Consolidated statement of marks, the candidates are requested to pay the fees through Online Payment mode by using the following weblink: <http://coe.annamalaiuniversity.ac.in/bank/otherfee.php>

Fee Details:

- **Rs.2500/- for all programs, Except Medicine & Dentistry.**
- **Rs.250/- for each mark sheet for Medicine & Dentistry.**
- The Consolidated statement of marks will be dispatched to the candidates through India Post (by Reg. Post) only.

2. DEGREE CERTIFICATE

- The candidates are requested to send the Hard Copy of the payment receipt, photocopies of (i) all the Statement of marks, (ii) Provisional Certificate (iii) Tuition Fee, Exam Fee, Hostel fee and Library Nil Arrear receipts along with a request/covering letter and application for convocation to The Controller of Examinations, Annamalai University, Annamalai Nagar - 608002, Tamil Nadu, India.
- To get Degree / Convocation Certificate, the candidates are requested to pay the fees through Online Payment Mode by using the following weblink: <http://coe.annamalaiuniversity.ac.in/bank/otherfee.php>

▪ **Fees Details:**

- For current candidates - Rs.1000/-.
- For candidates who obtained degree after one year to four years of completion – Rs.1100/-
- For candidates who obtained degree for more than four years Rs.1175/-.

Candidates can download the Convocation Application from the weblink:

http://www.annamalaiuniversity.ac.in/studport/download/OncampusConvocation_Application.pdf

3. DUPLICATE STATEMENT OF MARKS

- The candidates are requested to send the Hard Copy of the payment receipt, photocopies of (i) all the Statement of marks, (ii) Provisional / Degree certificate (iii) Tuition Fee, Exam Fee, Hostel fee and Library Nil Arrear receipts along with a request letter addressed to “The Controller of Examinations”, Annamalai University, Annamalai Nagar - 608002, Tamil Nadu, India.

- Candidates are advised to pay the fee through the following weblink:
<http://coe.annamalaiuniversity.ac.in/bank/otherfee.php>

▪ **Fee Details:**

- Fee for current students (**Rs.400/-** for each statement of marks)
- Fee for Passed out students (**Rs.700/-** for each statement of marks)
- Fee for Medicine & Dentistry (**Rs.2500/-** for each statement of marks).

The said statement of marks will be dispatched to the candidates through India Post (by Reg. Post)only.

4. DUPLICATE PROVISIONAL CERTIFICATE

- The candidates are requested to send the Hard Copy of the payment receipt, photocopies of (i) all the Statement of marks, (ii) Provisional certificate (iii) Tuition Fee, Exam Fee, Hostel fee and Library Nil Arrear receipts along with a request letter addressed to “The Controller of Examinations”, Annamalai University, Annamalai Nagar - 608002, Tamil Nadu, India.

▪ **Fee Details:**

- **Rs.700/-** all programs (Before Degree) except medicine & dentistry.
- **Rs.2500/-** for Medicine & Dentistry (Before Degree).

- **Document search fee for all duplicate certificates**
- Upto Two years – Rs.400/-
- Two years to five years – Rs.700/-
- Five years to ten years – Rs.1000/-
- Ten years and above – Rs.1500/-

5. DUPLICATE DEGREE CERTIFICATE

- The candidates are requested to send the Hard Copy of the payment receipt, photocopies of (i) all the Statement of marks, (ii) Provisional / Degree certificate (iii) Tuition Fee, Exam Fee, Hostel fee and Library Nil Arrear receipts along with a request letter addressed to “The Controller of Examinations”, Annamalai University, Annamalai Nagar - 608002, Tamil Nadu, India.
- To get Duplicate Degree Certificate the candidates are requested to pay the fees through Online Payment Mode by using the following weblink:
<http://coe.annamalaiuniversity.ac.in/bank/otherfee.php>.
- **Fees Details:**
- Rs.2500/-

6. GENUINENESS CERTIFICATE

- Genuineness Certificate will be issued to the **employer** only based on the request letter from the concerned organization.
- For candidates / employees working in **Government** and **Government Aided Institutions**, the Verification fee is **Rs.1000/-**.
- For candidates / employees working in **Private Institutions**, the Verification fee is **Rs.2000/-**.
- For candidates / employees working in Foreign (overseas), the Verification fee is **50 US Dollars**.
- The verification fee shall be paid through online payment mode by using the following weblink:
<http://coe.annamalaiuniversity.ac.in/bank/otherfee.php>
- It is mandatory to send **HARD** Copies of all the necessary documents along with a request/covering letter from the **EMPLOYER**, payment receipt and Photo/scanned copy of Degree Certificate to The Controller of Examinations, Annamalai University, Annamalai Nagar - 608002, Tamil Nadu, India.
- **Annamalai University does not authorize any Organisation/Verification Agency / Franchises with in India or Abroad for issue of Genuineness Certificate.**

7. TRANSCRIPT (For Overseas Students)

- To get the Transcript, photocopies of the Statement of all mark sheets, Transfer Certificate (wherever applicable) and Degree Certificate should be sent to The Controller of Examinations, Annamalai University, Annamalai Nagar - 608002, Tamil Nadu, India.
- For **WES Verification**: The attested copy of certificates and a letter mentioning information such as Programme of Study, Duration of Study, Class Obtained by the student and the Medium of instruction letter along with Photo copies of the certificates with filled in **WES FORM** should be sent to The Controller of Examinations, Annamalai University, Annamalai Nagar - 608002, Tamil Nadu, India.
- The candidates are requested to mention the complete postal address to which it has to be dispatched.
- To get Transcript Certificate, the candidates are requested to pay the fees through online payment mode by using the following weblink:
<http://coe.annamalaiuniversity.ac.in/bank/transcript.php>
- For issuing Transcript, the candidates are requested to pay **75 US Dollars** for First copy (can be paid in equivalent **Indian Rupees** by calculating current value of US Dollar on the date of application).
- The candidates have to pay **50 US Dollars** for second and further copies (can be paid in equivalent **Indian Rupees** by calculating current value of US Dollar on the date of application).
- ***Annamalai University doesn't authorize any Organisation / Verification Agency / Franchises with in India or Abroad for issue of Transcripts.***

8. LAST DATE OF EXAMINATION CERTIFICATE

- The candidates are requested to send the Hard Copy of the payment receipt, photocopies of (i) all the Statement of marks, (ii) Provisional / Degree certificate (iii) Tuition Fee, Exam Fee, Hostel fee and Library Nil Arrear receipts along with a request letter addressed to "The Controller of Examinations", Annamalai University, Annamalai Nagar - 608002, Tamil Nadu, India.
- To obtain the Last date of Examination conducted certificate, the candidates have to pay fees of **Rs.400/-** by on online payment mode through the following Weblink:
<http://coe.annamalaiuniversity.ac.in/bank/ddeapp.php>

9. All other miscellaneous certificates

- For Medium of Instruction / Conversion formula / Immigration purpose, the candidates are requested to pay fees through online payment mode by using the following weblink:

<http://coe.annamalaiuniversity.ac.in/bank/otherfee.php>

- The candidates are requested to send the photo copies of (i) all Mark statements, (ii) Provisional / Degree Certificate (iii) Transfer Certificate (iv) Scanned copy of payment receipt along with a request/covering letter to The Controller of Examinations, Annamalai University, Annamalai Nagar - 608002, Tamil Nadu, India.

- **Fees Details:**

- **Miscellaneous Fee = Rs.400/-**

10. Correction in name / Initial

- For Correction in name / Initial, the candidates are requested to pay fees through online payment mode by using the following weblink:

<http://coe.annamalaiuniversity.ac.in/bank/otherfee.php>

- The candidates are requested to send the photo copies of relevant mark sheets wherein the Correction in name / Initial has to be made to The Controller of Examinations, Annamalai University, Annamalai Nagar - 608002, Tamil Nadu, India.

- **Fees Details:**

- Correction in name / Initial (For each Mark sheet) : **Rs.400/-**

REVALUATION

- Revaluation should be applied within **15 days** from the date of publication of results for all programs.
- The candidates are requested to pay the fees **Rs. 2000/- (Per Paper)** for Re-Valuation through “online payment mode” by using the following weblink:
<http://coe.annamalaiuniversity.ac.in/bank/otherfee.php>
- A letter requesting for Re-valuation and payment receipt should be sent through Head of the Department to The Controller of Examination, Annamalai University, Annamalai Nagar - 608002, Tamil Nadu, India.
