

## **PROCEDURE FOR GETTING TRANSCRIPT ATTESTATION**

1. **Attestation** will be done for the **UNIVERSITY OF MADRAS documents** only.
2. **CANDIDATES SHOULD BRING THEIR ORIGINAL DOCUMENTS AND SUBMIT ALONG WITH THE COPIES TO BE ATTESTED for verification; (copies should be similar to original certificates i.e., Top to bottom and if back take back to back) **ORIGINAL CERTIFICATES WILL BE RETURNED IMMEDIATELY AFTER VERIFICATION**.**
3. **If ORIGINAL CERTIFICATES are not available because the candidate is residing abroad, he / she may submit the Photostat copies of the certificate duly to produce by the duly attested by the NOTARY PUBLIC, from the place where the candidate is residing at present. Those Certificates, brought to the USAB, could be treated as Originals for the Verification purpose.**
4. **If ORIGINAL CERTIFICATES or the Photostat copies duly attested by the NOTARY PUBLIC (for those candidates who are not in a position to submit the Originals), are not produced by the candidates, **ATTESTATION WILL NOT BE DONE**.**
5. The Photostat copies duly attested by the NOTARY PUBLIC will be retained by the USAB office.
6. Attestation Fee is Rs.10/- (Rupees TEN only) for each copy and the fee should be paid in the form of DEMAND DRAFT (from any nationalized Banks) drawn in favour of the REGISTRAR, University of Madras.
7. Get the ENDORSEMENT, in the Demand D raft slip from the Demand Draft section (Ground Floor-Centenary Building-NEXT to ENQUIRY OFFICE) and submit the DD endorsement slip in the USAB Office.
8. Candidates who want the envelopes to be signed and sealed, may bring the covers and need NOT PAY for the covers.
9. Attested copies signed by the ATTESTATION OFFICER, should be collected within a week time from the specified date mentioned in the slip.

**ATTESTED COPIES / ENGLISH MEDIUM CERTIFICATES MAY BE COLLECTED AFTER 3.00 P.M.**

**ON/ AFTER SPECIFIED DATE MENTIONED IN THE ACKNOLWDGEMENT SLIP ISSUED BY THE U.S.A**

**BY ORDER**