

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 THEM 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 (No Color Xerox will be entertained).*)
3. **IF ORIGINAL CERTIFICATES** are not available because the candidate is residing abroad, he / she may submit the Photostat copies of the certificate 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. 300/- (Rupees Three Hundred Only)** for **each copy** and the fee should be paid in the form of **DEMAND DRAFT** (from any nationalized Bank) drawn in favour of the **REGISTRAR**, University of Madras.
7. Get the **ENDORSEMENT**, in the **DEMAND DRAFT** 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 & 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 / MEDIUM CERTIFICATES MAY BE COLLECTED AFTER 3.00 P.M ON/AFTER SPECIFIED DATE MENTIONED IN THE ACKNOWLEDGEMENT SLIP ISSUED BY THE USAB.

BY ORDER