



## OFFICE OF THE CONTROLLER OF EXAMINATIONS

ANNA UNIVERSITY :: CHENNAI 600 025

### Student Online Services [ SOS ]

#### Instructions to the Candidates

- Candidate must apply through online ONLY.
- Application should be complete in every respect. Failure to furnish correct details may cause delay in the issue of the certificate
- Fee once paid will not be refunded or adjusted for any other certificate under any circumstances.
- Duplicate Certificate is to be surrendered to the University immediately if the Original Certificate is recovered later.
- Duplicate Provisional Certificate will not be issued after receiving Degree Certificate.
- Correction / Damaged certificates to be send to the COE office along with PDF generated during the application. Processing will be done only after receiving the certificates
- Candidates requesting name correction in Degree Certificate must apply for all the certificate correction
- If any irrelevant file(s) is uploading in the application, the application will not be considered for processing
- For **autonomous** candidates **should not apply** Transcript in this portal.
- **Autonomous college** candidates is eligible to apply only degree attestation.
- Candidates who are **pursuing** study in **autonomous** colleges , the **Transcript** application will not be considered
- Candidates who are applying **WES** ,add **WES Postal address**
- Registration for UG,PG and Ph.D Separately [different Mail id's]