INSTRUCTIONS FOR TRANSCRIPT / WES SUBMISSION

- **PREPARE COPIES**:Make clean A4 size Xerox copies in black and white or colour, as required, of all your semester memos, consolidated memo, provisional certificate and original degree certificate, if any supplementary memos.
- **PAYMENT**: Obtain a challan from the college accounts section and pay it at the bank. The cost is **Rs 50 per set.**
- **PACKAGING**: Place all the Xerox copies and the paid challan in a A4 size cloth envelope.
- **Submission**: Submit the envelope to the COE office. The documents will be attested within 2 working days, and you can collect them afterward.

Controller of Examinations

INSTRUCTIONS FOR ONLINE TRANSCRIPT/ WES SUBMISSION

- ✓ **SCAN DOCUMENTS:** Students should scan all their semester memos, consolidated memo, provisional certificate and original degree certificate, if any supplementary memos.

- ✓ **EMAIL SUBMISSION**: Send the scanned documents to the COE office at coe@loyolaacademy.edu.in.

- ✓ **OFFICIAL SENDING:** The COE office will then send the documents to the required email address.

Controller of Examinations

INSTRUCTIONS FOR NAME CORRECTION OF CANDIDATES/PARENTS NAME

- **FILL OUT APPLICATION**: Download name correction application form from the official college website i.e. www.loyolaacademy.edu.in.

- **ATTACHMENTS**: Attach a Xerox copy of SSC Memo (10th Class), Intermediate Memo.
  - to support name correctionof the **Candidates/Parents Name.**

- **PAY FEES**: Get a challan from the college accounts section and pay the required fee at the bank.

- **CHANGE OF NAME CONFIRMATION**: Submit the completed application form and supporting documents to the Administrative Officer (AO) for necessary changes to be made in the ERP system and obtain the AO's signature.

- **SUBMISSION OF APPLICATION**: Finally, produce the signed application form, paid bank challan along with all supporting documents before the COE for attestation and submit them at the COE office.

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