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Date: 19-05-2021

Academic Transcript Policy

Preamble

The Academic transcript is an official summary which reflect the total, unabridged academic performance and progress of the student at the institution. Transcript from Amala Institute of Medical Sciences is a comprehensive, chronological record of personal details, academic attendance percentage, clinical postings attended, grades obtained and internship details.

Policy details:-

- The Academic Transcript provided to Undergraduates and Post graduate students at our institution is as per the norms of affiliating University- **Kerala University of Health Science**.
- The candidates are eligible for the academic transcript only on submitting an application to the principal stating the purpose for the transcript, along with scanned copy of documents- i.e. Degree Certificate, Mark list, Council Registration Certificate, Internship Certificate, Passport size photograph, etc.
- The academic transcript is processed in 2 weeks time after payment of the processing fee.
- To minimize potential fraud, a transcript is issued only to the applicant candidate.
- A transcript ceases to be an "Official" transcript if it is photocopied or faxed.
- Soft copy of academic transcript will be uploaded on request from verification authorities with prior information by the applicant to the institution after completing all the formalities.

Purpose for transcript:-

- Academic verification by other countries like ECFMG-Education commission for Foreign Medical Graduates.
- Applying for permanent residency abroad.
- Overseas higher education.
- VISA processing & Immigration.

Disclaimer:-

- The Policy commences w.e.f. 19-05-2021.
- Past performance may not be indicative of future results.
- The Management/Head of the Institution reserves the right to amend or add to the above policy at any time without assigning any reason.



Betsy
 Principal

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 PRINCIPAL

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