



## TRANSCRIPT REQUEST FORM

**Provisional Transcript**  **Final Transcript**  **Duplicate**  **Incomplete Final Transcript**

Student Registration No:		Student Name:	
School / Department:		Student Contact No:	
Programme:			
Total Required Cr. Hrs.	Credit Hours Earned:	Transferred Student:	N / Y
No. of Semesters in Degree Program:	Transferred Cr. Hrs.		
Semester Completed in Degree Program:	Total Credit Hours Earned:		
Required CGPA:	Earned CGPA	CNIC#	
Reason to apply for Transcript:	Regular:	Lost:	Damaged:
	Study	Job	
Any other Reason			
Email:			
School / Department Approval	Allowed to issue transcript to him/her		
	_____ Signature	_____ Stamp / Date	

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### EXAMINATIONS DEPARTMENT:

All above mentioned particulars are correct and verified.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Stamp / Date

### LIBRARY:

Student has submitted hard copy of thesis in Library / *Not Applicable*  
*Nothing is outstanding towards this student.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Stamp / Date

### ACCOUNTS DEPARTMENT:

Certified that the student has paid all dues and there are no outstanding dues against him/her to date.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Stamp / Date

### Registrar Office:

*All required academic documents are submitted.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Stamp / Date

## **PROVISIONAL TRANSCRIPT ISSUING PROCEDURE**

- 1) A sum of Rs. **500/-** will be charged by the Accounts Office for each Provisional Transcript within 7 working days, and **Rs. 1000/-** will be charged for an urgent request-to be issued within three working days.
- 2) For additional copies Rs. 100/- will be charged per copy. (Only one copy allowed)
- 3) Submit the application stating the need / reason for getting this Provisional Transcript.
- 4) Request is usually processed within a week after receiving the application in the Examination Department.
- 5) Provisional Transcript is issued to the concerned student after necessary verification from the master record. In case any discrepancy is identified in the verification process, it may take more time to issue the Provisional Transcript.
- 6) There is no fee for verification of Provisional Transcript.
- 7) On days when results are being compiled and on days preceding the convocation, no request for the issuance of provisional transcripts will be entertained.

## **FINAL TRANSCRIPT ISSUING PROCEDURE**

- 1) Final transcript will only be issued to the students once they have completed all the pre requisites for the awards of Degree i.e. their required credit hours are complete.
- 2) Outstanding dues should be cleared before you request for the final transcript.
- 3) For **Duplicate Final Transcript Rs. 1000/-** will be charged.

## **IN CASE OF AUTHORIZATION,**

The following documents are required to receive the Provisional /Final Transcript/Degree.

- 1) Authority Letter / Email (Nominee Name and CNIC number should be mention in Letter or Email)
- 2) Copy of the Computerized Identity Card of the Authorized person
- 3) Your (student) CNIC Copy, (in case of email) attached CNIC front and back scanned copy

### **FOR RECEIVING**

Student Signature: \_\_\_\_\_

Issued by: \_\_\_\_\_

Receiving Date: \_\_\_\_\_

Issued Date: \_\_\_\_\_

Remarks (If any): \_\_\_\_\_