



Beaconhouse National University

13-km, Raiwind Road, Lahore 54400, Pakistan

Tel: (92) 42-35975704-11 Email: info@bnu.edu.pk

Transcript Request Form

Student Name:		Student Registration No.	
School / Department:		Student Contact No.	
Program		Transfer Student:	Y / N
No. of Copy (s) Required:			
Email Address:			

Reason: _____

Student Signature: _____ Date: _____

School/Department:

Allowed to issue transcript to him/her Yes No

Dean's Signature

Stamp

Registrar Office:

All required documents are completed Yes No

Signature

Stamp

Finance Department:

A sum of Rs. 500/- for normal or Rs. 1000/- for urgent transcript (additional copy Rs. 100/- will be charged per copy) has been received by the Finance Department and all previous dues are cleared to date.

Yes No

Signature

Stamp

FOR OFFICE USE ONLY

Remarks: _____

Issued by: _____ Received by: _____

Date of Receipts: _____

Date of Issuance : _____

Provisional/Final Transcripts 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.
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. In case, the student cannot collect Provisional Transcript personally, he / she can authorize someone to receive Provisional Transcript on his / her behalf by providing an authority letter.
8. On days that results are being compiled and on days preceding the convocation, no request for the issuance of provisional transcripts will be entertained.