

(Office of the Registrar)

TRANSCRIPT APPLICATION FORM

To be filled by the candidate in CAPITAL LETTER

[illegible]

APPLYING FOR:-

☐ 1. Transcript *

Comments/Reason _____

Declaration:- I have cross-checked / proper filled all my personal details. I.e. Name, Father Name, Date of Birth, CNIC, etc.

Student Signature _____

DATE MONTH YEAR

Mandatory Documents: 1* SSC Degree Attested copy, HSSC Degree Attested copy, IBCC Equivalence Certificate Attested Copy, CNIC copy, Blue Background Picture Passport size & Clearance form (Registration Copy)

Processing Time:

Transcript request take 15 working days for processing.*

ISSUANCE OF DOCUMENTS

1. The Transcript / Degree / Diploma or any other official document(s) would only be issued to graduate under formal receipt.
2. In case of inevitable circumstances a graduate can authorize his/her nominee through formal authority letter, proof of non-availability for self-collection and copies of graduate/nominee CNICs.

For Office Use Only

1. Verify with ID Card ☐
2. Verify from System ☐
3. Issued / Decline ☐

Registration Assistant

DATE		MONTH		YEAR	

Name, Father Name, Gender, DOB, CNIC all checked and verified from SSC +CNIC