



Application for Transcript

Transcript required (Please ✓ one): Incomplete ☐ Complete ☐ Duplicate ☐ Revised ☐

Applicants' Name *(In block letters as on Matric/O level certificate)*

[illegible]

Father's Name *(In block letters as on Matric/O level certificate)*

[illegible]

Registration No: _____ Program: _____

Session: _____ **Field of Specialization(if any) :** _____

Email: _____ **Transcript required for semester(s):** _____

No of credit hours exempted/transferred (copy of previous transcript be attached):

Reason for applying transcript (in case of incomplete, duplicate or revised)

Date of application _____ **Signature of Applicant:** _____

Recommendations of HOD/Coordinator:

Signature of HOD/Coordinator: _____ Date: _____

FOR OFFICE USE ONLY

Last Degree Verification Status (to be filled in by Office of Student Affairs):

Signature of dealing Official of (Student Affairs): _____ Date: _____

Signature of Deputy/Assistant Controller Examinations: _____ **Date:** _____

Accounts Office: (all dues are clear) Library:

Deputy /Assistant Registrar (SA): _____ Deputy Registrar (A&E): _____

Controller of Examinations:

Note: Attach documents listed below with the application form and tick ✓ appropriate column: -

Annexure 1: Documents to be submitted with the application form and fee		
In case of regular Transcript	Copy of CNIC	
	Latest Passports size Photograph	
	University Clearance Certificate	
	Original University ID Card	
In case of duplicate Transcript (in addition to above)	Copy of previously issued Transcript	
	Newspaper which shown lost and found advertisement of Transcript	
	Original Transcript (in case of damage of Transcript)	
	Affidavit on Judicial Paper attested by First Class Magistrate (certifying that Transcript has been lost, and if found shall be returned to the University)	
In case of revised Transcript (in addition to above)	Proof for change of credentials	