



Application Form for Issuance of Final Transcript/Provisional Certificate

Request for issuance of: Transcript ☐ Provisional Certificate (Rs. 1200 ☐ Please Mark (✓) on relevant field
Fee for Prov. Certificate)

Please read the instructions-overleaf carefully. Fill in all the relevant information mentioned in this form and attach all the required documents. Incomplete form will not be entertained

CNIC/Form-B

					-								-		<u>Examinations Department</u>	
Student Name:														Controller of Examinations		
Father's Name:														Asst. Controller		
Date of Birth:		(Day/Month/Year)												Diary No.		
Registration Number:														Receiving Date		
Program:		Session:												Application Complete		
Subjects Improved, if any with code:														Due Date		
Summer Attended:																
Semester Repeat or Semester freeze (if any)																
Cell No.		Other Tel No:												Program:		
Email Address:														Session/Batch		
Postal Address:														Department		
														Last Exam Held		
Student Signature		Dated:														

2. CERTIFICATE FROM DEPARTMENT CONCERNED

It is certified that Mr./Ms. _____ S/o, D/o of _____
a student of _____ program under Registration No. _____ session _____
studying in the Department of _____ has completed all requirements for the award of degree.

Chairperson/HoD Signature: _____ Date: _____

Official Stamp (Chairperson/HOD) _____

3. NO OBJECTION CERTIFICATE FROM TREASURER OFFICE

It is certified that there are no pending dues against Mr./Ms. _____
S/o, D/o _____ student of _____ program under Registration No. _____
session _____.

Name and Signature of the officer concerned: _____ Date: _____

Official Stamp (Treasurer office) _____

Note: Processing Time for the Transcript is 02 weeks

INSTRUCTIONS FOR STUDENTS

1. Please fill the form carefully and fill all the relevant fields.
2. For non-relevant fields please write N/A (Not Applicable).
3. Get Section 2 signed & stamped from your Department Chairperson/HoD.
4. Get Section 3 signed & stamped from the Treasurer Office.
5. Attach the relevant documents mentioned below.
6. No fee is required for the Final Transcript. Fee for Duplicate Transcript will be charged as per rules
7. Rs. 1200 Fee to be paid for Provisional Certificate.
8. Submit the complete form along with all required documents to the Examinations Department.
9. An incomplete application form will not be entertained.
10. Please bring original documents at the time of submission of application form.
11. Processing time for the Final Transcript/ Provisional Certificate is 02 weeks.
12. Final Transcript / Provisional Certificate will be issued to the applicant only.
13. Bring original CNIC at the time of receiving Final Transcript / Provisional Certificate.

A. Documents Required for Final Transcript / Provisional Certificate

- i. Attested Photocopies of all previous educational documents (i.e. Matric and Intermediate Certificates etc.)
- ii. University Clearance form
- iii. Copy of CNIC
- iv. 01 Passport Size Photograph with Blue Background

B. Documents Required for Duplicate Transcript

- i. Attested Photocopies of all previous educational documents (i.e. Matric and Intermediate Certificates etc.)
- ii. Copy of F.I.R
- iii. Affidavit
- iv. Newspaper Advertisement

FOR USE BY THE EXAMINATIONS DEPARTMENT

Prepared By (Name) _____ Signature: _____ Date: _____

Checked By (Name) _____ Signature: _____ Date: _____

Remarks (If any) _____

Issued By (Name) _____ Signature: _____ Date: _____