

APPLICATION FOR ISSUANCE OF TRANSCRIPT

(All entries must be filled — Please read the instructions before filling the form) (Revised Oct 2012)

To: Registrar & Controller of Examinations
HQ NUST, Sector H-12
Islamabad

For office use only (Form No.1002A)

Application No: _____

Serial No: _____

Date of Delivery: _____

URGENT

NORMAL

(Please tick one)

@Category:

Offr (Officer)	NC (NUST Cadet)	PC (Paying Cadet)	TC/MC (Technical / Medical Cadet)	FC (Foreigner Cadet)	GC (Gentleman Cadet)	NFC (NUST Foreigner Cadet)
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1.

Name

:
2.

Registration Number

:
3.

PM&DC Registration Number

:

(for medical students only)
4.

College/School/Centre

:
5.

Discipline/Course Number

:
6.

No. of Copies required

:
7.

Deposit Slip of Askari Bank/HBL No: _____ dated: _____

for Rs. _____ (Please attach original receipt)
8.

Have you applied for changes/correction of personal bio-data during your stay at NUST? If yes give relevant details: _____

Y

N
9.

Have you ever been issued with transcripts for this course? (If yes enclose copy of the same)

Y

N
10.

Do you require transcripts in sealed envelope? Y/N. No of transcripts in each envelope _____

OFF campus students are required to submit applications to **“Front Office, Student Affairs Dte, Concordia-1 (first floor).”**

Preparation of transcripts normally takes **14 working days** for normal processing, and **7 working days** for urgent processing after reciving in exam branch. However processing time may vary. So be sure to order early , so as to avoid tight timeline.

For Officers/GC/TC/MC Only

NOC issued by the Services HQs vide letter No _____ dated _____
(Please attach original NOC)

11. Mode of Delivery:

a. By hand : Self / Authorized Person
Name: _____

CNIC No

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(CNIC copy attached with authority letter)

Tel / Mobile No: _____

b. Through Mail : Yes / No

Mailing Address : _____

Tel No: _____

CNIC No

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E-mail Id _____

Date of Application: _____

Signatures of Applicant: _____

(Continued on Reverse)

RECEIPT

Received application No _____ for _____ transcripts on Urgent / Normal basis from
Mr/Ms _____ Registration No _____ College/School/Centre
_____ on _____

Tentatively, transcripts shall be ready for collection on _____ and will be issued on production of this receipt.

Signatures : _____

Name: _____

Designation: _____

12. **Please ensure following before submitting application:**

- Have you cleared all outstanding dues of the college/school/centre/HQ NUST before submitting this application ? If yes please enclose copy of **clearance certificate/copy of degree**.

Y

N

• Have you deposited transcript fee as per schedule printed below.

Y

N

• In case of urgent requirement have you deposited urgent processing fee in addition to transcript fee?

Y

N

• In case of Officer/GC/TC/MC, have you attached NOC from your respective Services HQs?

Y

N
- Note:**
- Copy of transcript must be attached if already issued.
 - The time frame for issuance of transcripts will commence on receipt of application in Exam Branch HQ NUST.
 - If you are an On Campus Students or have completed degree requirements within last 60 days, submit application to NUST Affairs office of your College/School/Centre otherwise submit directly to Student Affairs Directorate NUST, Islamabad.
 - The transcript shall include the results of all courses notified till date. Old and new (improved) grades will also be indicated.
 - In case you opt to receive transcripts by hand please ensure receipt within 30 days of application.
 - NUST shall not be responsible for loss/late delivery of transcripts by courier.
 - On receipt of transcript, indicate errors if any.
- No Objection Certificate**
- It is hereby certified that this department has no objection regarding issuance of academic transcript to No _____ Rank _____ Name _____ of _____ course of _____ College.
- Signatures: _____
- Name: _____
- Designation: _____
- Date: _____
- Department: _____
- (with official stamp)
- TRANSCRIPT FEE**
- Please deposit transcript fee in favour of HQ NUST in Account No 01-100-43918 Askari Bank, AWT Plaza Branch, The Mall Rawalpindi OR Account No. 22927000267401 Habib Bank Ltd, Sector H-12 Branch, Islamabad:-
- | S.No | Category | Charges per copy | Processing Fee (once) | Minimum time Limit
(Working days) |
|------|----------|------------------|-----------------------|--------------------------------------|
| a. | Normal | Rs. 500/- | NIL | 14 Days |
| b. | Urgent | Rs. 500/- | Rs. 500/- | 7 Days |
- (Processing fee for urgent transcript is Rs.500/- irrespective of number of copies required.)*
- Processing time for transcripts preparation will start after the receipt of application in NUST Exam Branch and subject to notification of Results.*