

# Academic Transcript Requisition Form

## Student Information

Registration Number :

Student Name :

## Mark Sheet Requested Details

Semester : I/ II/ III/ IV/ V/ VI/ VII/ VIII (Circle the Semester)

Semester Examination : *Winter Semester (WS) / Summer Semester (SS)*

Year :

Mark sheet for : *Regular / Repeat / Reassessment/Consolidated*

Type of Mark sheet : *Duplicate / Original*

Reason for Application :

## Note:

1. *If requested for duplicate mark sheet type, each mark sheet processing fee is **Nu. 500/-** and the payment can be done in Account Section, Top Floor, ADM Building, CST.*
2. *Money Receipt has to be submitted alone with the Requisition form. Payment of processing fee has to be done in Account Section.*