

# **SZABIST** PROVISIONAL TRANSCRIPT / MIGRATION LETTER REQUEST FORM

STUDENT'S NAME: \_\_\_\_\_ REG #: \_\_\_\_\_

PROGRAM: \_\_\_\_\_ CONTACT #: \_\_\_\_\_

\_\_\_\_\_  
Signature & Date

Applying for the issuance of:

**PROVISIONAL TRANSCRIPT**

Last Semester (*Spring; Summer; Fall*): \_\_\_\_\_ Year: \_\_\_\_\_

Provisional Transcript Charges: **Rs. 1,000/-** per copy

No. of copies requested

## **FINANCE DEPARTMENT**

Payment received for:

No. of copies

Total Amount: \_\_\_\_\_

Signature & Date: \_\_\_\_\_

**MIGRATION LETTER**

Reason to apply for Migration Letter: \_\_\_\_\_

## **FINANCE DEPARTMENT**

Student has cleared all dues

Yes

No

Total Balance: \_\_\_\_\_

Signature & Date: \_\_\_\_\_

### **Note:**

- Provisional Transcript will only be issued after payment of all dues at Finance Department
- Provisional Transcript will be issued within **7 Working Days** & atleast two week after official results have been posted
- CGPA will be mentioned on the Provisional Transcript
- Transfer courses from other university will "**Not Be Mentioned**" on Provisional Transcript
- Migration Letter will be issued within **3 Working Days**
- Graduates applying for Migration Letter; it is **Mandatory** to attach a photocopy of Final Transcript issued from SZABIST
- In case of nominating someone else to collect the documents, the student has to email an authority letter at **records@szabist.edu.pk**. The Nominee has to present the original CNIC and to submit a copy of his/her CNIC.