



# APPLICATION FOR ISSUANCE OF TRANSCRIPT

(All entries must be filled — Please read the instructions before filling the form) (Revised Mar 2014)

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

For office use only (Form No.1002A)

Application No: \_\_\_\_\_

Serial No: \_\_\_\_\_

Date of Delivery: \_\_\_\_\_

## Category:

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

**URGENT**

**NORMAL**

(Please tick one)

1. Name : \_\_\_\_\_
2. Registration Number : \_\_\_\_\_
3. PM&DC Registration Number : \_\_\_\_\_  
(for medical students only)
4. Email Id : \_\_\_\_\_
5. College/School/Centre : \_\_\_\_\_
6. Discipline/Course Number : \_\_\_\_\_
7. No. of Copies required : \_\_\_\_\_
8. Deposit Slip of HBL No : \_\_\_\_\_ dated: \_\_\_\_\_  
for Rs. \_\_\_\_\_ (Please attach original receipt)
9. Have you applied for changes/correction of personal bio-data during your stay at NUST? If yes give relevant details: \_\_\_\_\_  Y  N
10. Have you ever been issued with transcripts for this course? (If yes enclose copy of the same)  Y  N
11. Do you require transcripts in sealed envelope?  Y  N  
(No of transcripts in each envelope \_\_\_\_\_)

*OFF campus students are required to submit applications to Exam Branch, Main Office NUST, H-12, Islamabad. Preparation of transcripts normally takes **14 working days** for normal processing, and **7 working days** for urgent processing after receiving 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 (GHQ (MS Br)/NHQ/AHQ) vide letter No \_\_\_\_\_ dated \_\_\_\_\_  
(Please attach original NOC)

## 12. Mode of Delivery:

a. By hand : Self / Authorized Person  
Name: \_\_\_\_\_

CNIC No 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

(CNIC copy attached with authority letter)

Tel / Mobile No: \_\_\_\_\_

b. Through Mail : Yes / No

Mailing Address : \_\_\_\_\_

Tel No: \_\_\_\_\_

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 paid all outstanding dues of the college/school/centre/Main Office NUST before submitting this application ? If yes please enclose copy of <b>clearance certificate/copy of degree.</b> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Have you deposited transcript fee as per schedule printed below.   | <input type="checkbox"/> | <input type="checkbox"/> |
| • In case of urgent requirement have you deposited urgent processing fee in addition to transcript fee?  | <input type="checkbox"/> | <input type="checkbox"/> |
| • In case of Officer/GC/TC/MC, have you attached NOC from your respective Services HQ?   | <input type="checkbox"/> | <input type="checkbox"/> |

**Note:**

1. Copy of transcript must be attached if already issued.
2. The time frame for issuance of transcripts will commence on receipt of application in Exam Branch, Main Office, NUST.
3. Please submit application to
  - OIC NUST Affairs of your College/School/Centre in case of On campus student or have completed degree requirement within last 60 days.

OR

  - Exam Branch, Main Office, NUST, H-12, Islamabad in case of Off Campus Student.
4. The transcript shall include the results of all courses notified till date. Old and new (improved) grades will also be indicated.
5. In case you opt to receive transcripts by hand please ensure receipt within 30 days of application.

**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**

The Transcript fee can be paid through Cash Deposit/Online transfer in NUST-SGI A/C No **22927000267401** Habib Bank Limited, H-12 Sector Branch, Islamabad or through Bank Draft/Pay Order in favour of “**NUST, Islamabad**”.

<b>S.No</b>	<b>Category</b>	<b>Charges per copy</b>	<b>Processing Fee (once)</b>	<b>Minimum time Limit (Working days)</b>
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.*