APPLICATION FOR ISSUANCE OF TRANSCRIPT

(All entries must be filled – Please read the instructions before filling the form) (Revised Sep 2023)

For office use only (Form No. 1002A)
Application No :_____
Date of Delivery:_____

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

Normal	Urgent	Most Urgent

(*Please tick one*)

Category:

NS (NUST Student)	NFS (NUST Foreign Student)	Offr (Officer)	PC (Paying Cadet)	TC/MC (Technical / Medical Cadet)	FC (Foreign Cadet)	GC (Gentleman Cadet)

1. Name : _____
2. Registration Number : _____
3. PM&DC Registration Number : _____
   (For medical students only)
4. Email ID : _____
5. College/School/Institute/Centre : _____
6. Discipline & Batch 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? **Y** **N**
   If yes, give relevant details:_____
10. Do you require transcripts in sealed envelope for **sending abroad**? **Y** **N**
    (No of transcripts in each envelope: _____)
11. **Mode of Delivery**

Qualified / Withdrawn *students are required to submit applications to* ***"Exam Branch, Main Office, Registrar Dte, NUST, H-12, Islamabad).*** *Preparation of transcripts normally takes* ***14 working days*** *for normal processing,* ***7 working days*** *for urgent processing, and* ***2-3 working days for most urgent processing*** *after receiving of Form in Main Office Exam Branch. However, processing time may vary. So be sure to order early, so as to avoid tight timeline.*

a. By hand: Self / Authorized Person

Name: _____

CNIC No. | | | | | | | | | | | | | | | |

(CNIC copy attached with authority letter)

Tel / Mobile No: _____

b. Through Courier/ by Email (Charges applied)

Yes / No (If Yes, provide postal address/ email)

Mailing Address: _____

_____

Tel No: _____

Email: _____

Date of Application:_____ Signatures of Applicant:_____

(Continued on Reverse)

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)

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RECEIPT *(For office Use only)*

Received application for UG/Master/PhD Transcript on Normal/Urgent/Most Urgent basis from: Mr/Ms._____

Registration No._____ College/School/Centre/Institute _____on dated: _____.

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/ Institute/ Main Office 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 (Rs. 500 **or** 1000 as per requirement) in addition to transcript fee? Y N
- In case of Officer/ GC/ TC/ MC, have you attached NOC from your respective Services HQ? Y N

Note:

1. The time frame for issuance of transcripts will commence on receipt of application in Exam Branch, Main Office, NUST.
2. **Please submit application to**
   - **OIC NUST Affairs of your College/School/Centre/Institute in case of studying student.**

     OR
   - Exam Branch, Main Office, NUST, H-12, Islamabad in case of off campus/ withdrawn student/ degree completed.
3. The transcript shall include the results of all courses notified till date. Old and new (improved) grades will also be indicated.
4. In case you opt to receive transcripts by hand, please ensure receipt within 30 days of application else, the Transcript shall be destroyed and you would be required to apply a fresh.
5. Officers/ Cadets shall be issued only one copy of the Transcript or as specified in Services HQ NOC.

No Objection Certificate

(for Military students only)

It is hereby certified that this department has no objection regarding issuance of academic Transcript to Svc No. _____
Rank _____ Name_____ of degree _____
College Name_____
Number of Transcripts required: _____

Date: _____
(with official stamp)

Signatures: _____
Name: _____
Designation: _____
Department: _____

TRANSCRIPT FEE

The Transcript fee can be paid in **Pak Rupees** 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 favor of **"NUST, Islamabad".**

S.No	Category	Charges per copy (including Transcript Verification)	Processing Fee (once)	Time Limit (Working days)
a.	**Normal**	Rs. 1500/-	NIL	14
b.	**Urgent**	Rs. 1500/-	Rs. 500/-	07
c.	**Most Urgent**	Rs. 1500/-	Rs. 1000/-	2 - 3
d.	**Local Courier Charges/ by email** (for one postal / email address)	Rs. 500/-	-	1 - 3
e.	**Foreign Courier Charges** (for one postal address) *(CNIC Copy also required)*	Rs. 3,500/-	-	4 - 7

(Processing fee for urgent transcript as per requirement is Rs. 500/- or 1000/- as mentioned above irrespective of number of copies required)

For Payment in Dollars: Organizations/ Students outside Pakistan can remit the requisite amount in NUST US Dollar account having following details:

Account Title:	NUST US Dollars	**Account Number:**	2292-70006729-10
Currency of Account:	US Dollar	**IBAN Number:**	PK15 HABB 0022 9270 00672910
Branch Code:	2292	**BIC/ SWIFT ID/Code:**	HABBPKKA
Purpose of Payment:	Transcript Fee	**Bank Name & Address:**	Habib Bank Limited, NUST University Branch, Sector: H-12, Islamabad, Pakistan.

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For online Submission of application Form/ update / query on preparation of Transcript contact on:-

	Under Graduate	Post Graduate
Phone:	051-90851058 : ace_ug@nust.edu.pk	051-90851057 : ace_pg@nust.edu.pk
Email:	051-90851056 : addldce@nust.edu.pk	051-90851055 : dde@nust.edu.pk

Note: ***Processing time for transcripts preparation will start after the receipt of application in NUST Main Office, Exam Branch and subject to publication of result notification by this office.***