

APPLICATION FOR ISSUANCE OF TRANSCRIPT

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

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

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

Islamabad

NS NFS Offr PC TC/MC FC GC

(Please tick one)

Cat	egory:	(NUST Student)	(NUST Foreign Student)	(Officer)		(Paying Cadet)	Medical ((Foreign Cadet)		(Gentleman Cadet)	
1.	Name			:							Qualified / Withdraw	
2.	Registra	ation Number		:							students are required t	
3.	PM&D	C Registration	Number	:							submit applications to "Exam Branch, Mai	
4.	Email I	D	:			Office, Registrar Dt						
5.		- e/School/Institu								NUST, H-12, Islamabad		
6.	•	ine & Batch Nu		:							Preparation of transcript normally takes 1	
7.	•	Copies required								working days for normal processing, 7 working		
8.		t Slip of HBL N	:			days for urgen						
0.	•	Ship of Tibe 1									processing, and 2- working days for mo	
						original rec	eipt)				urgent processing afte	
9.	•	ou applied for o						Υ	N	receiving of Form in Mai Office Exam Branci		
	•	personal bio-data during your stay at NUST? If yes, give relevant details:									However, processing time	
10.		require transcr									may vary. So be sure to order early, so as to avoi	
	(No of	transcripts in ea	ach envel	ope:)			Υ	N	tight timeline.	
11.	Mode o	of Delivery										
	a. <u>By hand</u> : Self / Authorized Person											
				Name:								
				CNIC No.								
							(CNIC c	opy attac	hed with a	uthority	y letter)	
				Tel / Mobil	le N	No:						
b. Through Courier/Email			Yes / No	Yes / No								
				ldr	ess:							
				Email:								
Date	of Applic	cation:		S	ior	natures of	Applican	ıt.				
Duic	огтррис			_ 5	-6-	idiaics of	пррисы				(Continued on Reverse)	
							/ TC/ M	-				
	NOC issue	ed by the Service	s HQs (GF								dated	
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											on dated:	
Tentat	ively, Tran	scripts shall be r	eady for co	ollection on			and wi	ll be iss	ued on pr	oductio	on of this receipt.	
								Signa	tures ·			

Name

Designation:

10	Dlagge engune	fallarring hafa	us submitting application								
12.		U	lowing before submitting application: outstanding dues of the College/ School/ Centre/ Main Office NUST before submitting this								
	application? If y	es, please enclo	se copy of Clearance Certif	icate/ copy of	Degree.						
•	Have you deposi	ited transcript fe	e as per schedule printed bel	ow.			Υ	N			
•	In case of urgent	t requirement, h	ave you deposited urgent pro	ocessing fee (R	s. 500 / 1000 as	per requirement) in	Υ	N			
	addition to transc	cript fee?					Υ				
•		•	have you attached NOC from	m your respecti	ive Services HO	?					
Note:			·	•							
1.	Attach copy of	transcript if ava	ilable.								
2.	The time frame	for issuance of	transcripts will commence of	n receipt of app	olication in Exar	n Branch, Main Offic	e, NUS	ST.			
3.	Please submit	application to									
	OIC NUST		College/School/Centre/Insti	tute in case of	studying studen	t.					
	Exam Brar	OR ach Main Office	e, NUST, H-12, Islamabad in	case of off car	nnus/withdrow	a student/ degree com	nlatad				
4.			results of all courses notified		_	_	_				
5.			cripts by hand, please ensure								
٥.	• •		quired to apply a fresh.	receipt within	30 days of appr	eation cise, the Trans	cript si	nun oc			
6.	• •		only one copy of the Transc	ript or as speci	fied in Services	HO NOC.					
				•							
			No Objection (for Military stu								
			has no objection regarding								
Rank _	e Name		ime	of	f degree						
	er of Transcripts r										
					Signatures:	·					
		Date:		Name:							
		(with offici	al stamp)	Designation:							
					Department	:					
			TRANSCRI								
	-		Cash Deposit/ Online transfer gh Bank Draft/ Pay Order in				ınk Lin	nited,			
S.N			Charges per copy	Processing		Time Limit		一			
						(Working days)					
	a. Normal		Rs. 1500/-		IL .	14		_			
b.	1.5 77	t	Rs. 1500/- Rs. 1500/-	Rs. 5		07 2 - 3					
	c. Most Urgent d. Local Courier Charges		Rs. 500/-	Rs. 1000/-		1 - 3					
e. Foreign Courier Charges		Rs. 3,500/-	-		4 - 7						
(Pro	(for one mailing		er requirement is Rs. 500/- or 10	00/- as mentione	ed above irrespect		require				
	-		-		_		-				
			nizations/ Students outside	e Pakistan ca	n remit the	equisite amount in	NUS	Τ			
03 D	ollar account havi	ng following dei	ans:								
Acco	ount Title:	NUST US D	ollars Account N	ımber:	2292-7000672	9-10					
Currency of Account: US Dollar			IBAN Num	PK15 HABB 0022 9270 00672910							
	nch Code:	2292		T ID/Code:							
Purp	oose of Payment:	Transcript Fo	ee Bank Name	e & Address: Habib Bank Limited, NUST University Branch, Sector: H-12, Islamabad, Pakistan.							
9/			9./								
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For o	nline Submissio	on of applicati	on Form/ update / query	on preparat	ion of Transc	ript contact on:-					
		<u>Und</u>	er Graduate		Post Graduate						
	Phone:	051-9085105	8 : ace_ug@nust.edu.pk		051-90851057 : ace_pg@nust.edu.pk						
	Email:		6: 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.