

Name: \_\_\_\_\_

Registration No.: \_\_\_\_\_ Program: \_\_\_\_\_

Applying for the issuance of:

- Revised Final Transcript and Degree (Correction in Name / Father's Name Only)
- Duplicate Final Transcript and Pass Certificate
- Duplicate Degree (Normal)
- Duplicate Degree (Urgent)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Contact Number

\_\_\_\_\_  
Date

### **FOR OFFICE USE**

#### **Finance Office:**

Payment received for:

- Revised Final Transcript and Degree: Rs. 12,500/-
- Duplicate Final Transcript: Rs. 3,000/- per copy      No. of copies \_\_\_\_\_
- Duplicate Degree (Normal): Rs. 11,000/- per copy      No. of copies \_\_\_\_\_
- Duplicate Degree (Urgent): Rs. 12,000/- per copy      No. of copies \_\_\_\_\_

Total payment received Rs. \_\_\_\_\_

\_\_\_\_\_  
(Signature & Date)

#### **Records Department:**

Transcript #: \_\_\_\_\_ Serial #: \_\_\_\_\_

\_\_\_\_\_  
Signature

Date of Issuance: \_\_\_\_\_

#### **Note:**

- Photocopy of Original Transcript & Pass Certificate / Degree along with payment receipt must be attached with this form & submitted to the Records Department.
- Normal processing time is 1 month for Transcript and Pass Certificate and 1 month for Degree.
- Urgent Degree in 2 working weeks.
- In case of nominating someone else to collect the Provisional Transcript / Migration Letter, the student has to email an authority letter to the Record Dept. ([records@szabist.edu.pk](mailto:records@szabist.edu.pk)). In order to collect the documents, the nominee has to submit a copy of his/her CNIC.
- For issuance of Revised Final Transcript and Degree, student has to return the Original Final Transcript, Pass Certificate and Degree issued by SZABIST.
- Photocopies of all previous educational documents (Matric /O'Level onwards) must be submitted and Original documents to be presented at Records Department at the time of submission of Form.
- Revised Final Transcript and Degree will be issued only ONCE.